



CARNFORTH SCHOOL

NURSERY ADMISSIONS POLICY

APPROVED BY:	Local Governing Body		
SIGNED:	<i>Gill Ellis</i>	DATE:	22/09/2023
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STATEMENT OF INTENT

Carnforth School Nursery aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into the Reception class.

The local governing body is the admission authority and is responsible for setting the Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

This policy operates in conjunction with the following school policies:

- Nursery Terms and Conditions
- Admissions Policy
- Data Protection Policy

APPLICATION PROCESS

Carnforth School Nursery is part of Carnforth school which is part of The Black Pear Trust. Carnforth School Nursery operates as part of the EYFS provision at Carnforth School. Please be aware that admissions to nursery provision will not in any way increase children's chances of admission to Carnforth School, which has its own admissions policy.

Parents choosing to apply for a nursery place will need to collect and complete an application form from the school office. Once completed return it to the school office and your child/children will be added to the waiting list. The nursery will be in regular contact with those on the waiting list to keep them updated and to formally offer them a place if and when one is available. Places will be offered on a first come first served basis, and priority will be given to the pupils eligible to attend for 30 funded hours.

Once a place is available, parents will be informed and offered a place. They will need to accept or decline the place and if they accept provide the office with the child's birth certificate and proof of address before starting. Following acceptance of the place, a further application form will need to be completed which offers the choice of 15 or 30 funded hours (if eligible).



To enable us to check the eligibility with the local authority, the parents/carers date of birth and national insurance number will be required.

Parents who secure a place will be offered a date to begin the transition programme to ensure they and their child have time to settle.

Parents who would like a part-time place will be asked to state a preference for morning or afternoon, and/or for which days they wish to have the childcare; however, the nursery may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled.

Information on fees and charges is outlined in the Nursery Terms and Condition.

EQUAL OPPORTUNITIES

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

The nursery can accommodate a maximum of 26 nursery children per session.

RISING THREES

We are sometimes able to offer spaces to rising threes, starting at the beginning of the term in which a child will be three. This depends on spaces available.

APPLICATION TIMETABLE

A child is deemed to be of nursery-age from the beginning of the term following their third birthday, or second birthday, where eligible. Parents may register their interest in a place at the nursery at any time during the year following their child's third birthday, or second birthday, where eligible.

Formal applications for nursery places must be made as follows:

- For places in the Spring term – 1 December
- For places in the Summer term – 1 March
- For places in the Autumn term – 20th July

Application forms can be obtained from the main office.

Where places are remaining, later admissions are possible, up to the agreed admissions limit. Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

OVERSUBSCRIPTION

Children who have an EHC plan that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the nursery's admissions manager to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery.

The oversubscription criteria, set out in priority order, are as follows:

1. LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
2. Children with a social or medical need who have been referred by a **social worker, health professional, educational psychologist, outreach worker or education welfare officer**
3. Children who will have a sibling attending the nursery or the main school at the time of admission
4. Children of staff who have:
 - Been employed at the nursery or school for two or more years at time the application for admission is made
 - Been recruited to fill a vacant post for which there is a skill shortage
5. Children living within the catchment area for the nursery
6. All other children

The governing board may also give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

WITHDRAWING OFFERS

Once an offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within **six weeks**
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

DELAYED STARTS AND WITHDRAWN PLACES

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least **four weeks'** notice. Parents may be charged for this period, or it may come out of their nursery entitlement.

Notice of a delayed start or withdrawal must be in writing.

ADDITIONAL INFORMATION

As places in the nursery are limited, parents/guardians are advised that poor attendance without good cause may lead to withdrawal of the place.

Please be aware that if your child is attending for more sessions than their funded hours, fees will be payable in advance. If a child does not attend nursery for any reason, their session is still chargeable and cannot be swapped or replaced with alternative days. Additionally, we reserve the right to withdraw sessions if nursery fees are not paid.

Children should be brought to and collected from nursery by a responsible adult over the age of 18 years old.

The school nursery application forms, birth certificate, proof of address and emergency contact details and medical information must be provided before children can start nursery.

ADMISSION TO RECEPTION

Children reach compulsory school age as follows:

- Children turning five years old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
- Children turning five years old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
- Children turning five years old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January

Parents have the choice of how and when their child starts Reception class until they reach the compulsory age.

If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access **15** hours of free early learning rather than taking up a place in Reception, they must:

- Discuss their choice with the school.



- Complete a Reception application form by **1 January**, to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.
- Complete a nursery re-admission application form and return it to the setting by **1 January**.

TRANSITION ARRANGEMENTS

Parents are invited to visit the school prior to the transition, and further visits are arranged according to the child's needs.

Reception teachers from the primary schools to which the children will transfer come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

Further information relating to the transition between nursery and Reception can be found in the school's Primary Transition Policy.

DATA PROTECTION

The nursery will act in compliance with the Data Protection Policy when processing personal data. When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.