Link Academy Trust
Stronger Together

Diptford C of E Primary School

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The Link Academy

Nursery Admissions Policy and Oversubscription Criteria

Policy Updated: November 2019

Policy Review Date: November 2020

As an academy school, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

These arrangements seek to comply with the government's School Admissions Code, the Local Conditions of Funding the Early Years Education for two-, three- and four-year-olds and the Early Years Pupil Premium, the Early Education and Childcare Statutory Guidance for Local Authorities September 2014 and the Co-ordinated Admissions Schemes of Devon County Council, the local authority (LA) for this area.

1. The Ethos of Diptford C of E School

1.1. We provide a secure, happy, safe, caring and stimulating environment, which embodie Christian principles.
We foster high standards and expectations of teaching, learning and behaviour by providing a broad, balanced and enriched curriculum.
We encourage feelings of self-worth, self-expression, confidence and independence yet value teamwork and co-operation.
We provide an awareness of, and respect for, the rich diversity of cultures in present day society in this country and the wider world.
We develop lively, enquiring minds and independent learning via curricular and extra-curricular activities.
We develop creativity and imagination through art, drama, music and sport so that children may enjoy life to the full.
We develop a high standard of skills in the core and foundation subjects and enable children to achieve their potential academically.
We ensure that children develop confidence, competence and fluency in speaking and listening, reading and writing.
We encourage children to accept that we live in God's world and so develop a caring and responsible attitude to the environment.
We teach children moral values such as honesty, courtesy, self-discipline, good manners and consideration for others in accordance with our Christian beliefs.
We work in partnership with parents.

2. Early Years Education Funding for three and four year-olds

2.1. All three and four year-olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year. Children whose parents are working will be entitled to 1140 hours a year.

2.2. We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The minimum amount of funded time in a day is 2.5 hours and the maximum is 10 hours.

3. Admissions to the Nursery

3.1. Diptford C of E School admits:

- Early Years Education funded three- and four-year-olds from the start of term following their third birthday.
- Non-funded three- and four-year-olds from the start of term following their third birthday.

4. Patterns of attendance available

4.1. We are required to offer the Early Years Education Funding in a flexible way. Our school, during term time only, makes a core offer of:

- Morning sessions of 9.05am to 12.05pm and
- Afternoon sessions of 12.05pm to 3.05pm and
- All day sessions of 9.05am to 3.05pm

4.2. If you choose an afternoon or an all-day session this includes the lunchtime period. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

5. Charging

5.1. There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

5.2. The school must comply with Devon County Councils Local Conditions of Funding[1]. A charge cannot be made if a child is only attending the Nursery as part of their Early Years Education Funding.

5.3. Voluntary donations may be requested to help fund off site activities taking place during the school day. The Trust's Charging & Remissions Policy, available on our website provides more details.

6. Childcare Vouchers

6.1. Our school accepts childcare vouchers. If your employer has a different voucher scheme please contact the school office to discuss your requirements.

6.2. The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session choices	Hours	Funded/bought hours
9.00am – 12.00pm	3	As part of the Early Years Education Funding or bought.
12.00pm – 3.00pm	3	As part of the Early Years Education Funding or bought.
9.00am – 3.00pm	6	As part of the Early Years Education Funding or bought.

6.3. Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 6 + 3 + 3 + 3 hours = 15.

7. School Lunches

7.1. Free school meals (FSM) must be provided for children (whose parents meet the eligibility criteria) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.

7.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

[1] The Local Conditions of Funding are continually being updated so please make regular visits to the document.

8. Visiting

8.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our Nursery. If you would like to visit Diptford C of E Primary School, you should contact the school to make an appointment.

8.2. Stay and play settling sessions are offered and tailored to suit the child & family needs as much as possible. Relevant information is shared between parent and staff to ensure smooth transition into Nursery.

8.3. Most children will start at the Nursery at the start of the term or half term. Other children join us "in-year" at other times. This may be because they are new to the area or would like to transfer from another school or early years' provider.

8.4. To apply for a place here you must use the application form which is attached as Appendix A

8.5. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular toddler group or Children's Centre attached to the school;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

8.6. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

9. How to apply for a Nursery place

9.1. Parents must complete the application form and return it to the school. You can apply for a place at anytime of the year.

10. Information provided in an application

10.1. We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend Nursery and this disadvantages another child. If necessary, we will ask for evidence of a child's home address and date of birth before admission.

10.2. If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

10.3. You will be asked to provide date of birth evidence so we can check your child's age.

11. What happens next

11.1. If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the Trust prioritise applications according to the oversubscription criteria below.

11.2. We will contact successful parents to welcome them to the Nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

11.3. If you need help finding a place at another provider please visit https://www.pinpointdevon.co.uk/

12. Points of Admission to Nursery for funded hours

12.1. Generally children will start at Nursery at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 3 year olds		
On or after	**And on or before**	**Funding starts:**
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

12.2. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

13. The Admissions Process

1) Children become eligible for a place when they were born:	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
2) Visit the Nursery in:	Spring term	Summer term	Autumn term
3) Receive a letter about your application before:	May half term	October half term	February half term
4) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
5) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

14. Published Admissions Number (PAN)

14.1. This is the number of places we intend to make available for our normal Nursery intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PAN or we will increase the PAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

14.2. The Trustees also factor in the local demand for places. If there is a change to the PAN part way through the year this must be published.

14.3. If there is an increase in the demand for places the Trustees may decide to increase the PAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PAN if there is a very low demand.

14.4. The table below sets out our Published Admissions Number (PAN)

The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:	12

14.5. Where the number of applications exceeds the number of places available the Trustees will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

14.5.1. **A child with an Education, Health and Care Plan naming Diptford C of E Primary School will be admitted.**

14.5.2. **Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.**

14.5.3. **Children with an exceptional medical or social need to attend this setting.**

14.5.4. **Children who live in the designated area and are eligible for the Early Years Education Funding for two-year-olds.**

14.5.5. **Children who live in the school's designated area who have a sibling at the school.**

14.5.6. **All other children who live in the designated area.**

14.5.7. **Children who live outside of the designated area with a sibling at the school.**

14.5.8. **Children who live outside the designated area who are eligible for the Early Years Education Funding for two-year-olds.**

14.5.9. **Other children.**

15. Waiting lists

15.1. Following the allocation of Nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

15.2. If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the Nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

15.3. Parents with very young children, i.e. those that are not due to start within the next two terms, will still be asked to complete an application form to register their child for a place.

16. Increasing the hours attended

16.1. If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available then the places can be offered to parents of children who are already attending the Nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the Nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

17. Admissions appeals

17.1. If a Nursery place is refused, parents can go through the school's complaints process to express their concerns. The Trust will review the decision and decide whether the refusal was justified on the grounds that the Nursery is full. Even if it is agreed that the Nursery was full, it will also consider the impact on the child and family and may still award a place at the Nursery if there is both the physical space and sufficient staff available.

18. Transport

18.1. No transport is available for pre-school children.

19. Uniform

~~19.1.~~ Children attending Diptford C of E Primary School Nursery are not expected to wear a uniform.

20. Claiming the Early Years Education Funding

20.1. The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

20.2. It is important that both the school and parent can see what time is funded and what time is being bought.

20.3. Parents must not claim more than the 15/30 hour entitlement, checks are carried out to ensure that over claims are not made.

20.4. You may be asked to help complete a **Conflict Buster** if you want some funded time with us and some at another provider.

21. Changes to attendance

21.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine

within each group which children should be given priority. Order of priority for the consideration of unfilled places.

1) New applications from parents whose children do not yet attend the Nursery.
2) Requests by parents whose children attend the Nursery and they want to increase OR change the times their child attends

21.2. It is expected that parents will ensure that their child will attend at the times agreed on the so that children can establish a routine and be ready to start school.

21.3. If a child is sick the parent must inform the school. If a child does not attend the Nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

22. Induction and transition arrangements for starting Nursery/FSU

22.1. Before a child is due to join our Nursery, they (along with their parents) are invited to come to meet the staff and to be given some initial information including a 'Nursery Welcome Pack' (containing important information about the Nursery routines and the Early Years Foundation Stage) and the dates their children are due to start. At this meeting, dates will be arranged for additional drop-in sessions which will support the transition process and familiarise the children with the Nursery environment. The Nursery staff will also consult with parents about children whether or not a 'staggered' start would be preferable. A decision will be made to meet the needs of individual children and families. Experience has shown us that children's transition into Nursery has been most successful when we are able to work together in this way.

22.2. If a child is transferring from another setting, our Nursery staff will contact the previous setting to ensure that the necessary transition notes and information is obtained. This will support Baseline Assessments to support a smooth transition.

23. Contacts and further information

Executive Academy Head Lizzie Lethbridge	**E-mail:**	admindiptford@thelink.academy
	Telephone:	01548 821352
	Website:	diptford.thelink.academy

24. Policy Version

24.1. This policy was reviewed by the Standards & Curriculum Committee on 27 November 2019 and approved by the Trust Board of Trustees on 9 December 2019.

Appendix One

Diptford Pre-School Application Form

Diptford Primary School

Personal details

First name(s) of child: _____

Surname of child: _____ Date of birth: _____

Full address: _____

_____ Postcode: _____

Parent/carer name (1): _____

Relationship to child: _____

Full address (if different): _____

_____ Postcode: _____

Daytime/work tel: _____ Home: _____ Mobile: _____

Email Contact:

Parent/carer name (2): _____

Relationship to child: _____

Full address (if different): _____

_____ Postcode: _____

Daytime/work tel: Home: Mobile:

Session request

Preferred start date: _____

Please tick the sessions you would like your child to attend:

Morning (9am -12pm)	□ Monday	□ Tuesday	□ Wednesday	□ Thursday	□ Friday
Afternoon (12pm -3pm)	□ Monday	□ Tuesday	□ Wednesday	□ Thursday	□ Friday
All Day	□ Monday	□ Tuesday	□ Wednesday	□ Thursday	□ Friday

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child,**

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child's birth certificate is required at this point with a copy made for our file.

If you find that you no longer need the place, please inform us as soon as possible.

Signed parent/carer (1): _____ Date: _____

Signed parent/carer (2): _____ Date: _____

Please be advised that this application form and offer of a place is subject to [our/my] terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.

For office use only:

A place will be available for _____ (child's name)

* on _____ (date) * or; we will notify you when a place becomes free.

Signed on behalf of the provider: _____

Name: _____ Job title: _____

*Please delete whichever is not applicable.