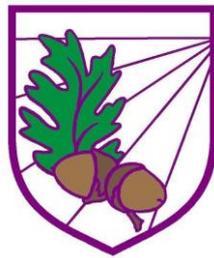


November 2017

OAK VIEW PRIMARY & NURSERY SCHOOL



**NURSERY ADMISSIONS POLICY**  
**2018-2019**

At Oak View School, the Governing Body is the admission authority and has responsibility for admissions to our nursery class.

## **Eligibility**

Our nursery operates a single intake, admitting all children at the start of the Autumn Term. However, if there are spaces available after the September cohort allocation has been made, we will consider taking children as and when they meet the age criteria.

For children born between 1st September 2014 and 31st August 2015, we offer the statutory 15 hours free early education (FEE) over five days with children being offered either five morning or five afternoon sessions.

Parents must take-up the full 15 hours free provision at our school and cannot split this between us and another setting.

Session Times:       Morning: 8.30 am to 11.30 am  
                              Afternoon: 12.15 pm to 3.15 pm



For the 2018-2019 school year we will also offer 30 hours free early years education. A child will be eligible for 30 hours if they meet the criteria as set down by the Department for Education<sup>i</sup>. Parents and carers will be expected to demonstrate their eligibility termly.

Session Time:       Full Day 8.30 am – 3.15 pm  
                              (lunchtime childcare provided at no additional cost)<sup>iii</sup>

Where a family does not qualify for 30 hours per week of free early years education, but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of 15 hours' childcare per week to be charged at the published rate determined by the admitting authority.

## **Capacity**

The governing body has set our intake number at 52 pupils for Nursery in the school year which begins in September 2018 (26 places for the morning session and 26 places for the afternoon session).

If possible parents will be offered the chance to state a preference for either a morning or afternoon place. However it cannot be guaranteed that these preferences will be met (particularly if a morning place is required)<sup>ii</sup>. Preferences will only be considered if they are in writing on the application form with the reason stated.

Specific numbers for each type of place will be decided, depending on demand, and will be at the admitting authority's discretion.

Applications for a place in our nursery for the 2018-2019 academic year will be made by application form. This is available from the school office or can be downloaded from the school website. Once completed this form should be returned to the school office by hand, post or email.

**The closing date for applications is Friday 16<sup>th</sup> February 2018.**

Parents will be advised of the outcome of their application on Monday 19<sup>th</sup> March 2018 by email or by posted letter (2<sup>nd</sup> class) if no email address has been provided.

**Parents have until Monday 16<sup>th</sup> April 2018 to accept the offered place.**

### **Admissions Criteria**

To be considered in the first round, applications must be received by Friday 16<sup>th</sup> February 2018. Offers will be made on Monday 19<sup>th</sup> March 2018.

A child with an EHCP that names our school will be allocated a place in accordance with Section 324 of the Education Act 1996.

If there are fewer applications than places available then all applicants will be admitted.

If there are not enough places available, places will be allocated according to the oversubscription criteria in the following order of priority:

- Rule 1      Children looked after and children who were looked after<sup>iv</sup>, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)  
or  
A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- Rule 2      Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
- Rule 3      Children who have a sibling<sup>v</sup> at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school.
- Rule 4      Children for whom it is their nearest setting, using our definition of "nearest"<sup>vi</sup>
- Rule 5      Children who live closest to the setting are given priority. Children not considered under Rule 4 will be considered under Rule 5.

Admission rules are applied in order. If more children qualify for a school place under a rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 5 than there are places available, priority will be given to those who live nearest to the school.

Our tiebreak method is to use a 'first come, first served' approach. This means that, if two applications have addresses that measure the same distance from a school, the place will be offered to the first application to have been received into the school, based on the date and time stamp noted on the application form.

In the event of over-subscription of any of the above categories, preference will be given to those children living closest to the school.

The Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's intake number.

If a child is not allocated a place in our nursery on 19th March 2018 then they will remain on our 'Continuing Interest' list. When a place becomes available it will be offered to the next child on this list in accordance with the above criteria

Please note nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's final decision.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

## **Notes**

All children starting in our nursery will receive a home visit by our nursery staff.

We stagger the start dates for new entrants to the nursery over the first few weeks of the term in order to help children settle and enable staff to get to know them.

Not all children accepted for 30 hours free early education will take up this allocation from the start of the Autumn Term. Some children will increase to 30 hours provision on a staggered basis.

Parents should make sure they are aware of and comply with the notice requirements of the setting their child currently attends. We reserve the right to withdraw an allocation if a child is not able to start in September.

Parents should note that attendance at the nursery does not guarantee a place in a reception class at this school. A separate online application process is available for parents to apply for a place through Hertfordshire County Council.

i Parents of three and four year olds will need to meet the following criteria to be eligible for 30 hours' free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours' contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds. Who will not qualify?  
A parent will not meet the criteria when:
  - Either parent has an income of more than £100,000
  - Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds) What happens if a parent loses eligibility?
    - They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
    - Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

ii Whilst we will endeavour to accommodate requested preferences, (i.e. morning or afternoon / 15 or 30 hours), this may not always be possible. If parents wish to access different models of provision, this will be discussed on a case by case basis, subject to availability after allocations are made in line with our preferred models.

iii If a child is full-time, they will be required to either purchase a school meal or bring in a packed lunch.

iv A 'Looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the setting. A 'Previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order.

v 'Brother or sister': For admission to this setting, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a 'brother or sister' priority if they have a brother or sister at the school or setting at the time of the child's application.

vi Distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the AddressBase Premium System.