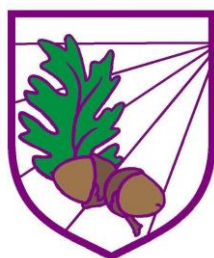



# OAK VIEW PRIMARY & NURSERY SCHOOL



## **NURSERY ADMISSIONS POLICY** **2025-2026**

<b>Policy Date:</b>	September 2024
<b>Policy Review Date:</b>	Autumn 2025
<b>Date ratified by Full Governing Body</b>	12/09/2024
<b>Signed by Chair of Governors</b> 	

At Oak View Primary and Nursery 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, then we will consider taking children as and when they meet the age criteria.

For children born between 1st September 2021 and 31st August 2022, 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: 08.45 am to 11.45 am  
Afternoon: 12.15 pm to 3.15 pm



We 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>. Applications can be made as early as 16 weeks before a child's third birthday. Parents must have a valid code by the end of July for use in the Autumn Term. Parents and carers will be expected to demonstrate their eligibility termly.

Session Time: Full Day 8.45 am – 3.15 pm  
(lunch-time 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 2025 (26 places for the morning session and 26 places for the afternoon session).

Where 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 2025-2026 academic year will be made by application form. This is available to complete on-line from the school website.

**Applications can be made from 1 November 2024. The closing date for applications is 15 January 2025.**

Parents will be advised of the outcome of their application on 21 March 2025 by email or by posted letter (2<sup>nd</sup> class) if no email address has been provided.

**Parents have until 23 April 2025 to accept the offered place.**

### **Admissions Criteria**

To be considered in the first round, applications must be received by 15 January 2025. Offers will be made on 21 March 2025.

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"  
(vi)
- 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 21 March 2025 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.

## Clarification

**(i)** You may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take) if your child is 3 to 4 years old. To qualify for 30 hours of free childcare, each parent (or the sole parent in a single parent family) will need to earn on average, the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year.

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

Self-employed parents and parents on zero-hour contracts will be eligible if they meet the average earnings threshold.

Parents can still be eligible if they usually work but:

- one or both parents are away from work on statutory sick pay
- one or both parents are on parental, maternity, paternity or adoption leave.

In addition, parents are eligible if 1 parent is employed, but the other:

- has substantial caring responsibilities based on specific benefits for caring
- is disabled or incapacitated based on specific benefits.

**Parents who work less than 16 hours a week:** Eligibility is based on income earned, not hours worked. If a parent works for less than 16 hours, but in that time, earns more than the equivalent of 16 hours per week at national living wage (or minimum wage for under 25s), they will still be eligible.

All 3 and 4 year olds will remain entitled to 15 hours of early education per week during term time, regardless of the employment status of their parent(s).

Use the **Childcare Choices** website to check if you are eligible for 30 hours of free childcare. This sets out all current and upcoming childcare offers and support available to parents.

HMRC is responsible for determining who is eligible for the 30 hour offer. Contact HMRC if you have queries about checking your eligibility or if you're experiencing ongoing technical issues by phone on 0300 123 40 97.

**(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.