

Haytor View Community Primary School



Nursery Admissions Policy and Oversubscription Criteria

January 2020

Policy Updated: 10-11-20

Policy Review Date: September 2021

As a voluntary controlled community school Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria set by DCC must be followed by VC and community schools.

These arrangements seek to comply with the government's [School Admissions Code](#), the [Provider Agreement](#), the [Early Education and Childcare Statutory Guidance for Local Authorities](#) and the [Co-ordinated Admissions Schemes of Devon County Council](#), the local authority (LA) for this area.

1. The Ethos of Haytor View Community Primary School: *Learning together - enjoying success - aiming high - celebrating difference – enriching community*

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. Some 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 Funding. The maximum amount of funded time in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery

- 3.1. Haytor View Community Primary School admits:
 - Early Years funded three- and four-year-olds from the start of term following their third birthday.

4. Points of Admission to nursery

- 4.1. 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.

2 or 3-year olds children are eligible for funding:		
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)

- 4.2. 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.

5. Patterns of attendance available

5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570-hour entitlement of:

- Morning sessions of 8.30am to 11.30pm
- Afternoon sessions of 12.20pm to 3.20pm

5.2. Sessions are organised as five AM sessions or five PM sessions, we do not offer full days.

6. Extended Hours

6.1. Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.

6.2. We do not provide an extended entitlement, families who wish to access 30 hours or different arrangement of hours should contact a local provider who offers the extended hours;

6.3. The table below sets out our session times. When applying for a place please use the [Nursery Admissions Application Form DCAF-0](#) and tell us what sessions you need on the [Parent Declaration Form](#). **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

Session choices	Hours
8.30am – 11.30am	AM
12.20pm to 3.20pm	PM

7. Charging

7.1. 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.

7.2. The school must comply with Devon County Councils [Provider Agreement](#)¹.

7.3. There is no option on buying additional hours.

8. Childcare Vouchers and Tax-Free Childcare

8.1. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#)

¹ The Provider Agreement is regularly updated so please make regular visits to the document.

9. School Lunches

- 9.1. **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. Parents must apply through the Citizens Portal https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register
- 9.2. 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.

10. Visiting

- 10.1. 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 Haytor View Community Primary School, you should contact the school to make an appointment.
- 10.2. Most children will start at the nursery at the start of the term or half term. Other children join us 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.
- 10.3. To apply for a place here you can use the school website or collect a paper copy of the Nursery Admissions Application Form from the school office. You must use the [Nursery Admissions Application Form DCAF-0 Parent Declaration Form](#)
- 10.4. 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.
- 10.5. 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.

11. How to apply for a nursery place

- 11.1. To apply for a place here you can use the school website or collect a paper copy of the Nursery Admissions Application Form from the school office.
- 11.2. **Parents must complete both the [Nursery Admissions Application Form DCAF-0](#) and the [Parent Declaration Form](#) and return it to the school.**
- 11.3. The closing dates for applications for the nursery/foundation stage unit intake are: 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

12. Information provided in an application

- 12.1.** 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.
- 12.2.** 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.
- 12.3.** You will be asked to provide date of birth evidence so we can check your child's age.

13. What happens next

- 13.1.** 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 governing body prioritise applications according to the oversubscription criteria below.
- 13.2.** We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.3.** During June, November and March—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.
- 13.4.** If you need help finding a place at another provider please visit <https://www.pinpointdevon.co.uk/>

14. Overview of 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) Apply by:	1 May	1 September	1 January
4) Admissions panel meet in:	Second week in May	Second week in September	Second week in January
5) Receive a letter about your application before:	May half term	October half term	February half term
6) 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		
7) Start at Nursery	September Autumn Term	January Spring term	April Summer term

(or at the start of term closest to that month)			
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15. Published Nursery Admissions Number (PNAN)

- 15.1.** 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 PNAN. 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 PNAN or we will increase the PNAN. 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.
- 15.2.** The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published [state where].
- 15.3.** If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2020 - 21

The maximum number of 3 and 4-year-old children that will be admitted at any one time:	26
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- 15.5.** Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the nursery the governing body will use the following **oversubscription criteria** to prioritise applications for both funded and bought hours:

A child with an Education, Health and Care Plan naming the school will be admitted.

1. 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.
2. Children with an exceptional medical or social need to attend this nursery.
3. Children who live in the school’s designated area who have a sibling at the school.
4. All other children who live in the designated area.
5. Children who live outside of the designated area with a sibling at the school.
6. Other children.

16. Waiting lists

- 16.1.** 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.

- 16.2.** 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.
- 16.3.** Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a [Note of Interest](#) form and told when they should apply.

17. Increasing the hours attended

- 17.1.** If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions as the times that are available, then they 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.

18. Admissions appeals

- 18.1.** If a nursery place is refused, parents can go through the schools complaints process to express their concerns. The governing body 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.

19. Transport

- 19.1.** No transport is available for nursery children.

20. Uniform

- 20.1.** Children attending Haytor View Community Primary School expected to wear a uniform. Some of the items required can be purchased from us and the rest of the uniform can be bought from retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the nursery is optional.

21. Claiming the Early Years Education Funding

- 21.1.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 21.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

22. Changes to attendance

22.1. 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

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

23. Induction and transition arrangements for starting nursery/FSU

23.1. We know that children only learn when they feel happy and relaxed, so the process of settling children in to the unit is planned on an individual basis. The first few weeks are really important as the children settle into the school environment and we all get to know one another. We structure each transition to allow a family member to join the children for the first week. This support is vital and ensures the children feel comfortable playing alongside a familiar adult as we introduce them to the different elements of the school day. The half term before your child is due to start we introduce your children to the school through hall sessions and forest school sessions where you and your child can engage in a range of activities. We will contact you personally about these sessions the term before your child starts.

24. Contacts and further information

Headteacher K Galling	E-mail:	admin@haytorview.devon.sch.uk
	Telephone:	01626 203040
	Website:	https://haytorview.devon.sch.uk/

25. Policy Version

25.1. This policy was determined by the governing body on 13-11-20