



Hartcliffe Nursery School and Children's Centre
Admissions and Allocation policy

Date agreed by the Governing Body: 7th may 2018

Signed:

Rationale

All young children should have an equal opportunity to access Nursery Education and where the waiting list is oversubscribed, parents need to be aware of the priorities and criteria for admission and the procedure for allocating places needs to be clearly understood by all.

Aims

To have a fair and consistent process of allocation.

To maintain a balance in which all children benefit and thrive whilst upholding equal opportunities.

To ensure all applicants are equally valued and that families are able to express their and their children's needs.

To reflect Bristol's Policy on Early Years Education and allocation of places

Guidelines

Places

Available places include:

Universal Entitlement – 15 hours per week, term time only, from the term after the third birthday.

Extended Entitlement – 30 hours per week, term time only for 3 and 4 year olds.

Early Education for eligible children aged 2 - A targeted offer of 15 hours per week for the most vulnerable 2 year old children, from the term after their 2nd birthday.

Admissions Policy April 2018

Day Care – A minimum of 2 core sessions which can be bought for 2 year olds subject to the terms of the Day Care contract.

Additional Hours - Core sessions, Breakfast Club or After-School can be bought subject to availability and the terms of the Additional Hours contract

General guidance

- When a parent enquires about a place for a child in the Centre they will be offered the opportunity to visit the school
- All applications will be entered and held on our waiting list database
- Each application will have a front sheet upon which any contact with the family subsequent to the submission of the application is recorded
- An admissions panel which will include the Head teacher and at least one governor will meet regularly to ensure a fair and transparent process in the allocation and offer of places at Hartcliffe Nursery School and Children's Centre.
- All parents will be offered a home visit and given a handbook.
- All parents will have an admission meeting with a member of the leadership team.
- Parents must be available to settle their child/children for the first three days. Admission paperwork will normally be completed on the third day; parents are not able to leave their child until paperwork has been completed.
- No places are able to be held vacant for children who might apply for places during the school year
- Parents must not accept places for more than one setting.
- All children's birth certificates will need to be provided and a copy taken.

Allocation of places for 3 and 4 year olds - Nursery School

Universal 15 hour offer

All children who are three and four will be offered 15 free hours of nursery education term time only subject to availability from the term after their third birthday.

At Registration parents will be asked to complete a school registration form;

Registration can be completed after a child becomes 1 year old.

All registrations to be considered and places offered to children through the School's Admissions Panel which reports to the full Governing Body

Places will be offered as 5 three hour sessions or 2.5 days at the beginning or end of the week

Extended 30 hours will be offered as follows:

We have up to thirty 30 hour places.

If parents wish to share their 30 hour entitlement with another setting we will consider this on a 15/15 split.

These will be allocated on a first come/first served basis unless over-subscribed in which case the criteria below will apply. Parents or carers will need to provide evidence of their eligibility before a place is offered

Parents will be informed of the 30 hour option by letter when their child becomes eligible for a three year old place

We reserve the right to fill any empty 30 hour places with children receiving the universal nursery education offer (ie. 15 hours).

We will not reserve 30 hour places

30 hour eligible children who turn 3 in year and who are currently in our two-year-old provision, may need to wait until a place becomes available.

Eligibility Criteria for Extended Entitlement (free 30hr places)

Eligibility for a 30hr place will be as follows:

- Children will be aged 3 or 4 by the 31st August 2017
- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery Place parents must register on-line at <https://childcare-support.tax.service.gov.uk>

We will allocate up to 30 X 30 hour places.

These will be allocated on a first come/first served basis unless over-subscribed in which case the criteria below will apply. Parents or carers will need to provide evidence of their eligibility before a place is offered

Grace period

A child who becomes ineligible during the first half of a term should be funded until the end of that term or for as long as they remain under Compulsory School Age, whichever is shorter.

If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

Governors will be informed if a child is at risk of losing their place.

All Year round Places

We have a limited number of all year round places for three and four year olds. Parents can indicate their interest in an all year round place on their initial application . These will be allocated by the admissions panel and will be decided on a discussion of each family's individual needs.

If parents wish to appeal against the panel's decision, they can appeal in writing to the governing body.

If there are more children than places available, places will be allocated in the following order of priority:

1. Looked After Children and formerly Looked After children.
2. Children with high level needs
3. Children who are vulnerable (including children on a CP or CIN plan)
4. Children of families which have challenging circumstances (at the discretion of the Headteacher and Admissions Panel)
5. Children who live in Bristol who have siblings currently on role
6. Children who live outside Bristol and have siblings currently on role
7. Children currently attending the nursery school
- 8 All remaining places will be allocated in date of birth order

Allocation of Free Early Education places for 2 year olds

Parents/Carers of children who wish to access a free 2 year old place should apply to the Local Authority at www.bristol.gov.uk/earlyyears who will confirm eligibility. If the child is eligible the Local Authority will inform the school. Once the school has received authorisation from the Local Authority should a place be available contact will be made with the parent/carer.

Children may only be admitted for these places the term after their 2nd birthday as this is when funding becomes available

- Allocation of places will be agreed at a cluster meeting where decisions are based on the following Local Authority criteria:
- Children who have come from a supported childminding place
- Children who are looked after by the Local Authority
- Children with a disability or SEN (will need a completed Education, Care and Health Plan)
- Children who have left care but are not able to return home
- Children with a child protection plan
- Children who are members of a travelling family
- If the parent is receipt of benefits and does not have an income greater than £16,190.

Where places are available in the Nursery School in the Autumn Term for rising 3 year olds, places will be allocated on age and then by the above priorities. This is to ensure that children experience only 1 transition.

Allocation of All year Round Places

We have 48 all year round places.

24 are in our two year old provision and 24 in our three year old provision.

These will be allocated in the following order of priority:

1. Looked After Children and formerly Looked After children.
2. Children with high level needs
3. Children who are vulnerable (including children on a CP or CIN plan)
4. Children of families which have challenging circumstances (at the discretion of the Headteacher and Admissions Panel)
5. children where both parents are working
6. in order of the application be received.

Note

It is important to note that it is the decision of the Headteacher whether a child who is considered to be a child of a family with specific needs and this decision can be based on the information known to the manager and staff. The Headteacher will ask health professionals etc. to put any comments they wish to make in respect of individual children in writing and to keep copies of these views as evidence for the decision regarding the allocation of places. The nursery application form will give parent the opportunity to provide any relevant information which they wish the school to take into consideration. It is recognised that not all children who meet these criteria will necessarily be vulnerable; however it is recommended that if any of the criteria apply, then an assumption is made that the child could become vulnerable.

Definitions of terms

Section 22 Children Act 1989 states the general duty of the Local Authority in relation to **children looked after** by them

Children who are in the care of the Local Authority or who are provided with accommodation (for a continuous period of more than 24 hours) pursuant to any functions of a social care authority are “looked after” by the authority. Section 22(3) imposes the duty on a Local Authority looking after a child to safeguard and promote her/his welfare and to make such use of services available for children cared for by their parents as appears to the authority to be reasonable in her/his case

The term “**Children in Need**” is defined in the Children Act 1989 and these children are identified as:-

- Those referred by Social Care with particular reference to those considered to be at risk in terms of child abuse. High priority should be given to consideration of full time places for any child on the Child Protection Register
- Those identified as disabled and/or having SEN as defined by the SEN and Disability Act 2001 which gives a strengthened right to mainstream education for children with special educational needs. This includes children with communication needs, children referred by health professionals, at Early Years Action, Early Years Action Plus or with statements. A disabled child is one who ‘has a physical or mental impairment that has a substantial and long term (i.e. a year or longer) adverse effect on his or her ability to carry out normal day-to-day activities (Disability Discrimination Act 1995). Children with SEN have a learning difficulty which calls for special educational provision to be made for them (SEN Code of Practice 2001). A place can only be refused on the grounds that a child’s inclusion would be incompatible with the efficient education of other children and where there are no reasonable steps that could be taken to prevent the incompatibility.