

Nursery Admissions Policy 2020/21

The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools and academies. Parents and guardians wishing to apply for a place must complete the Kippax Ash Tree Nursery application form, available from the school office or website. It should be submitted directly to the school in accordance with the dates detailed below. The nursery offers three separate sessions as follows:

- Monday to Wednesday lunch time (15 hours over two and half days)
- Wednesday lunch time to Friday (15 hours over two and half days)
- 30 Hours (Monday – Thursday full days and Friday morning)

The timings of the sessions are set out below and match that of the school day:

- Morning session 8.50am -12pm (3 hours) Cost: £12 to buy an extra session if available
- Lunchtime session 12 – 1pm Cost: a dinner if needed at £2:20
- Afternoon session 12.30pm – 3.15pm (2 hours 45 mins) Cost: £12 to buy an extra session if available

15 free hours are to be taken as 2½ full days. A school dinner can be purchased at £2.20 per day or a packed lunch can be provided from home.

30 free hours are to be taken as Monday to Thursday full day and Friday morning until lunchtime. The Friday afternoon session can be paid for in addition at £12. A dinner can be purchased at £2.20 per day or a packed lunch can be provided from home.

At the moment, only 15 hours or 30 hours (for those eligible) will be offered and any extra sessions required for families only eligible for 15 hours can be purchased as per the information above. All monies owed for extra sessions must be paid for in advance. Failure to do so may jeopardise your child's place in Nursery. There will be no refunds for sessions already booked and all parents must sign the Parent Contract adhering to these conditions. The school will always offer 15 hour places as well as 30 hour places.

This policy will be reviewed on a termly basis to take into account of new plans that the governors are considering for wrap around care for three year olds.

Places for three year olds

All children will be eligible for admission to a nursery class in a community voluntary controlled school, academy or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available. When the nursery is over-subscribed

for a three year old place, applications for entry in 2017/2018
will be ranked according to the following criteria:

- a) Looked after and previously looked after children (CLA)
- b) Exceptional social/medical need (SEND)
- c) Children who will turn 4 years old between 1 September 2021 to 31 August 2022 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- d) Children who will be 3 years old between 1 September 2021 to 31 March 2022 (these children will be able to stay on in nursery for another year.
- e) Children who will have a sibling attending the nursery or the main school at the time of admission or children who live closest in distance to the nursery.

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Eligibility for 30 Hours

- For families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year
- It's a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year.
- You can use the Government website <https://www.childcarechoices.gov.uk/> to check what you are eligible for given your own personal circumstances.
- Families' eligibility for 30 hours must be reviewed every three months. Reminder notices will be sent to the 30 hour place families to remind them near the time that they need to re-visit the Government website <https://www.childcarechoices.gov.uk/>, update their current personal circumstances and then pass their new reference number to the school office in order to keep their 30 hour place for the following term.

Procedures for Admission

The school will endeavour to inform parents and guardians of the outcome of their application by letter at least one half term before admission. The school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of Monday – Wednesday or Wednesday – Friday sessions, as detailed above, rests with the governing body of the school.

Where the nursery is oversubscribed, it will maintain a waiting

list in criteria order. Admission to a school's nursery does not guarantee admission to the Reception class at the school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

Timetable for September 2020 admissions

May 2021 Deadline for receipt of applications

June 2021 Nursery outcome letters will be sent by first class post

Late applications

Applications received after **May 2021** will be treated as a late application and will be considered after **1st July 2021**.

In-year admissions

Applications received after 1st September 2021 for admission to the nursery class will be treated as an in year admission. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

To be reviewed: November 2021