

Monksmoor Park CE Primary School

Nursery Admissions Policy

Date ratified by Governors:
17th March 2021

Dates reviewed by Governors:
1. 30th November 2023

Note: This document takes account of the most up to date central government information and guidance, at the time of writing. It is subject to change as guided by government policy.

Nursery admissions policy

The admission of children into the Nursery is a process led and managed by Monksmoor Park CE Primary School.

All 3- and 4-year-old children are entitled to a maximum of 570 hours Funded Early Education and Childcare split across 3 funding blocks, spring, summer, and autumn. 30 hours eligible 3- and 4-year-olds are entitled to 570 universal hours and 570 extended hours split across 3 Funding Blocks, spring, summer, and autumn. The 3 funding blocks (not school terms) begin the funding block after each individual child's 3rd birthday.

From the term following a child's third birthday parents/carers are entitled to a maximum of 570 hours free childcare per year (15 hours per week over 38 weeks). For those eligible to receive an additional 570 hours extended free childcare we will require a 30-hours reference number which is your child's unique 11-digit number. Eligibility can be checked through the government website: www.gov.uk/apply-30-hours-free-childcare.

Lunch Provision: For children staying all day, the 15-hour or 30-hour free entitlement does not include the lunch period therefore it will incur a cost as we will have to provide lunchtime staff to supervise the children. The charge will be £1.45 per day. A packed lunch box must be provided from home together with an appropriate drinks bottle.

Parents/carers may claim their entitlement from more than one provider at the same time but must not exceed a total of 570 hours over 3 funding periods. Where parents/carers have claimed at a different setting the school reserves the right to charge the parent/carer for any funding shortfall at the rate of the Free Entitlement funding for that child under the Local Authority single funding formula plus any deprivation supplement applicable.

In order to qualify for free entitlements parents/carers must, by the end of headcount day each term (as set by the council) have:

- Provided proof of address and the child's birth certificate
- Signed the LA free entitlement form
- Had their eligibility (if claiming 30 hours) verified by the school

Nursery Sessions

Monksmoor Park Nursery is, at this time, able to offer places for up to 6 hours per day, term time only. Sessions offered are:

Morning: 8:30 to 11:30 am - 3 hours

Afternoon: 12:15 to 3:15 pm - 3 hours

Minimum five sessions per week as a block of 5 mornings or 2 ½ full days consecutively

We will admit children in the term following their 3rd birthday:

If your child turns THREE between:	Funding can be claimed and place will commence from:	Closing Date for applications:	Places are offered:
1 st January to 31 st March	Summer term starting April	31 st December	January
1 st April to 31 st August	Autumn term starting September	30 th March	April
1 st September to 31 st December	Spring Term starting January	30 th September	October

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Please note, nursery attendance follows the school term dates set for the year which includes teacher training days.

In exceptional circumstances, if spaces are available, and with the agreement of the Headteacher, children may be admitted at any point during each term and may be given a place as soon as they have had their 3rd birthday. Charges will apply until funding is claimed.

Applications for Nursery can be submitted at any time however places are not offered on a first come, first served basis. If the Nursery is oversubscribed, we will use the following criteria:

Oversubscription Criteria

1. Looked after children and all previously looked after children who immediately being looked after were adopted or became subject to a child arrangements order, or special guardianship order, including children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who have a sibling continuing attendance at the school at the time of admission of the applicant (see notes).
3. Children of worshipping members of any church that is a member of Churches Together in England (this includes the Church of England) (see notes); these applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with the form SIF/B to verify church allegiance.
4. Other children, whose parents have requested a place.

Tie breaker: If requests for admission are exceeded within any criterion, priority will be given to those who live closest to the Nursery.

The Nursery will operate a waiting list however there is no guarantee that a place will eventually become available. A child's position on the waiting list is not fixed and may change dependent on further applications being received, which will be ranked according to the oversubscription criteria.

Parents who accept a place at Monksmoor Park CE Primary Nursery will be expected to commit to taking the place for the rest of the academic year and are encouraged to use every session offered.

If attendance and punctuality are poor or erratic, the nursery leader will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's folder. If after a period of two weeks attendance and/or punctuality remains poor, a letter will be sent to parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks and no mitigating circumstances have been offered, for example an illness certified by a doctor, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher and a letter explaining the situation will be sent to the parents.

Admission to Monksmoor Park CE Primary School Nursery does not guarantee admission to the school's Reception class. Parents must make a separate application for admission to Reception via the Local Authority, in accordance with the statutory deadlines. Further information about Reception class admissions and deadlines can be found at:

<https://www.westnorthants.gov.uk/primary-school-places/apply-primary-school-place>

Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.

Notes & Definitions

Children in Care i.e. Children Looked After (CLA) and Previously Looked After Children

Children Looked After are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) or children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Distance Measurements

Distances are measured on a straight line basis from the postcode of the child's home to the postcode of the School, using <https://www.freemaptools.com/distance-between-uk-postcodes.htm> . In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the postcode of the home to the postcode of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Definition of child's home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- Owned by the child's parent(s) or carer(s);
- Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Please note – if false or misleading information is used to try and gain a place, this may lead the Governing Board to reject the application or to withdraw the offer of a place.

Churches together in Great Britain and Ireland

The following denominations are affiliated to Churches together in Britain and Ireland:

<https://ctbi.org.uk/member-churches/>

African-instituted churches

Anglican churches

Baptistic Churches

Bodies that group churches across different traditions

Congregational churches

Lutheran Churches

Methodist Churches

Orthodox churches

Oriental Orthodox churches

Pentecostal Churches

Reformed Churches

Roman Catholic Church

Other Traditions (Mar Thoma Church, Moravian Church, Religious Society of Friends (Quakers), Religious Society of Friends in Ireland & Salvation Army)

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- a brother or sister sharing the same parents;
- a half-brother or half-sister where two children share one common parent;
- a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- a child who has been adopted or is fostered by parents/carers who have other children.

Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application.

Please note – if false or misleading information is used to try and gain a school place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.