

Policy for Admission to Queensway School Nursery Class



The Published Admission Number for the Nursery is part time equivalent 52 places

The age range of the nursery is 3-4

Working Parent Entitlement (30 hour) funded places will be offered.

Introduction:

Schools can offer nursery provision either by formally extending their age range - involving a statutory notice and public consultation, or by using their governors' community powers under Section 27 of the Education Act. This allows Governors to offer childcare for the benefit of families of pupils at the school or families who live or work in the locality of the school. Queensway have chosen to use their governors' powers to offer childcare and early education places. This means that we are not legally obliged to follow the Oxfordshire County Council nursery admissions policy and can set our own. However as a Maintained School, this policy is based on the County Council model but is tailored to best suit our local needs.

Parents should note that the process of applying for a place at primary school for the reception year is separate to that of applying for a place in a nursery class. Parents whose children attend our nursery class **do not have a guaranteed place** at Queensway School when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five) and must apply through the normal County Council school admissions procedures: <https://www.oxfordshire.gov.uk/residents/schools/starting-school>

The ethos of our Early Years Provision is about school readiness. This means we have an expectation that these places will be taken up with parents that respect the ethos of the school and commit their child to learning every day during term time. In return the Nursery will provide exciting and enriching opportunities for your child to learn in a safe stimulating environment.

Terminology

- **Reception** - the year children become 5
- **Year** - refers to the academic year (September to August)
- **Children we Care for** - children who at the time of their application are cared for by a Local Authority within the meaning of section 22 of the Children Act 1989.
- **Previously Children we Care for** - children who were "Children we Care for" but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). Evidence of previously Children we Care for status and/or the adoption will be requested. Where such evidence is not available, Oxfordshire County Council will make a pragmatic decision based on the information available so that there is a local consistent approach.
- **Internationally Adopted Previously Looked After Child (IAPLAC)** - children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- **Siblings/Brother or Sister** - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister who will be resident at the same address at the time of entry.
- **Published Admission Number** - The number of places, in part time equivalents (15 hours) agreed each year with the County Council and published in the Council's Pupil Place Plan.
- **Universal Entitlement** - 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday.
- **Working Parent Entitlement** - 30 hours per week, term time only or 1,140 hours a year, for 3- and 4-year-olds from working families, according to specific eligibility criteria.
- **Grace period** - when a child's eligibility for the Working Parent entitlement ceases the government allows the funded place to continue for a specified time period.
- **Early Education for eligible children aged 2** - Queensway Nursery does not offer provision for 2-year-old children

Published admission number:

- The Governing Body agrees a published admission number for the nursery before the start of the academic year. The PAN for Queensway nursery is part time equivalent 52 places.
- A 15 hour place is deemed to represent one part time equivalent (p.t.e.) place, term time only.
- A 30 hour place is deemed to represent two p.t.e. places or one full time equivalent (f.t.e) place, term time only.
- The school will offer nursery places at least up to the published admission number.

Eligibility Terms:

Universal Early Education Funding Entitlement (15 Hours per week, or 570 hours per year): This starts from the term after the child's 3rd birthday:

Autumn Term: September 1st-December 31st

Spring Term: January 1st-March 31st

Summer Term: April 1st-August 31st

Working Parent Entitlement (30 hours): From September 2017, families meeting certain eligibility criteria will be legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.gov.uk/free-childcare-if-working/check-youre-eligible

- The school does not allow parents to split their free universal entitlement (15 hours) with another provider. Children eligible for the Working Parent entitlement (30 hours) may access 15 hours at Queensway and use the remaining 15 elsewhere, with the funding split between both.
- Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class until the child becomes eligible for a school reception place.
- During their time at Queensway some children may become ineligible for the Working Parent entitlement (30 hours). Where this happens there is a grace period set by the DfE during which the child may still attend free of charge. When the grace period expires, the place will revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours. The school will explain this possibility and confirm in writing when offering a Working Parent entitlement place.
- A universal entitlement nursery place ceases no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

Queensway offer:

Option 1: Working Parent entitlement 30 hours childcare provision; this provision will be 9.00am–15.00pm Monday to Friday.

Option 2: Universal 15 hour provision; this provision is morning (8.30am-11.30am) or afternoon sessions (12:00pm-3:00pm), Monday to Friday. It cannot be a mixture of both.

Where capacity against the published admission number exists, places will always be offered for at least 15 hours a week.

Other patterns of attendance cannot be accommodated, however requests for a child who attends for 15 hours to access extra sessions on a paid basis will be considered if there is capacity. This is £14.00 for one morning or one afternoon, which includes the lunch break period.

Additional paid extras:

- Children eligible for the 30 hour Working Parent entitlement (9:00am-3:00pm) that have older siblings in school with an earlier start time, can access wrap around care at a charge of £1.75 per day to cover an earlier drop off between 8:30am and 9:00am. The additional charge will be added to ParentPay for payment.
- Children eligible for the 30 hour Working Parent entitlement can purchase a school meal at an additional cost via our provider, Fresh Start Catering Company. The current cost for a school meal is £2.65 per day.

Admission points across the year:

- Admissions are three times a year, for as long as places are available.
- Funding and entitlement are based on a three-term year, with children starting in September, January and April.
- The school has set a termly deadline for considering applications for admission in the following term:
 - For September start - Autumn Term: Application needs to be received by 30th March
 - For January start - Spring Term: Application needs to be received by 30th September
 - For April start - Summer Term: Application needs to be received by 31st of January

- When an application is submitted, a provisional offer via email will be sent from the school to the family. A confirmation letter offering a confirmed place will be sent one week after the dates stated above.

Allocating Places and Oversubscription:

When more applications are received than there are places available, the following criteria will be applied. These closely follow the County Council admissions criteria for entry to County primary schools. The school will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. **Other criteria (such as date of birth) will not be used.**

- Children with an Education, Health and Care Plan naming the school.
- Children who are “Children We Care For” by a Local Authority ; “Previously Children We Care For” , or “Internationally Adopted Previously Children We Care For”.
- Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
- Children of a permanent member of staff.
- Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:
- Those children who, at the time of entry, have a brother or sister attending the primary school.
- Those children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council’s Geographic Information System.
- Children living outside the designated area who have a brother or sister attending either the foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council’s Geographic Information System.
- For those children who do not meet any of the above criteria, priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council’s Geographic Information System

The designated area (catchment) of the nursery class is available on Oxfordshire County Council website as the nursery has the same designated area as the rest of the school:

<https://www.oxfordshire.gov.uk/residents/schools/list/2057>

If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child’s name on the school’s continued interest list.

Preparation for starting in nursery:

- A home visit will be made before a child takes up their place.
- A taster session will be offered whereby the parent can stay with the child if necessary.
- A child’s intake into Nursery may be staggered over two or more weeks depending on the needs of the child.
- If a child requires significant support, such as a 1:1 adult then the school will discuss with the parents and other external professionals a realistic start date so that appropriate training and provision is in place to support the child, along with any necessary risk assessments.

Attendance and loss of nursery place:

- If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child’s parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated on CPOMs
- If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Head Teacher.
- If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parent/carers will be notified of the loss of place in writing

- If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Head Teacher, and a letter explaining the situation will be sent to the parents/carer.

Leavers during the year:

- If a child is withdrawn by their parents from Nursery during the school year, we request that parents/carers must give the school a minimum of 4 weeks' notice if possible.
- The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list.
- If parents/carers later wish their child to return to the Nursery then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

Complaints and appeals:

- Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance and then to the School Governors, as they have the ultimate decision regarding governor-run nursery admissions.
- In the event of a complaint the final responsibility and decision for admissions rests with the Governing Body. There is no statutory right of appeal.

Review:

This policy will be reviewed by the Head Teacher and the Full Governing Body every three years.

Chair of Governors Date

Head Teacher Date