

Waterthorpe Nursery Infant School



Policy for Admission into Nursery (Foundation Stage 1) and School (Foundation Stage 2) November 2019

Approved by: Full Board of Governors

Date: 6th December 2019

Next Review Date: Autumn 2021

POLICY FOR NURSERY (FS1) ADMISSIONS AT WATERTHORPE NURSERY INFANT SCHOOL

Introduction

There is a city-wide admissions policy for community and voluntary controlled Nursery schools in Sheffield.

This policy was determined by the Sheffield City Council Children & Families FEL Admissions Policy 2018 and is administered by our school.

When new children join the Nursery at Waterthorpe it is **important that parents understand that the process of applying for a place at school for the Reception (FS2) year is separate to that of applying for a place in Nursery**. Parents whose children attend the Nursery, particularly from outside the designated area of Waterthorpe Nursery Infant School, are **not automatically guaranteed** a place at our school when they reach the normal school starting age (i.e. the September of the academic year in which the child will be five.) They must apply through the normal Sheffield City Council school admissions procedures (Primary Admissions.)

Terminology

Reception (FS2) - the year children become 5.

Year - refers to the academic year (September to August).

Looked After Child - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their applications and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order of special guardianship order.)

Siblings/Brother or Sister - For admission purposes, 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.

Universal Entitlement/ Free Early Learning (FEL) - 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.

Extended 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 extended entitlement ceases, the government allows the funded place to continue for a specified time period.

Eligibility Terms

Universal Early Education Funding entitlement 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

30 Hours Extended Childcare Entitlement

Families meeting certain eligibility criteria are 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.childcare-support.tax.service.gov.uk/par/app/overview

Parents cannot insist on accessing their child's extended entitlement at our provision. Failure to renew your child's 30-hour code after 3 months may mean that your child will become ineligible for the extended entitlement. Where this happens, there is a grace period during which the child may still attend free of charge. When the grace period expires, the place will then revert to a universal 15-hour place if the code has not been renewed before the stated date on the email reminder received from HMRC Revenue & Customs.

Children who are accessing a 15-hour Nursery place: Parents can only pay for the additional 13 or 15 hours (28 hours or 30 hours total) in the exceptional circumstances where a 30 hour code has already been accessed and accepted by the Nursery, and this code has not been renewed on time, after the grace period has ended. This circumstance only applies to children who have already accessed 30 hours in our Nursery - this is not applicable to children who are new to the setting.

At Waterthorpe, we currently offer 28 hours of Extended Childcare Entitlement - this is offered through 4 full days Monday to Thursday 8.30am-3.30pm. The extra 2 hours being offered either through:

- four Breakfast Club sessions or
- one session at Kid's Club after Nursery until 5.30pm. or
- By accessing a full day in Nursery on Fridays, using the remaining two free hours, and paying for the remaining 5 hours

Closing Dates for Nursery Applications & Late Applications

At Waterthorpe, the Nursery children are admitted over 3 separate terms. We invite parents to apply for a Nursery place at their convenience and applications are collated into a Nursery Waiting List.

October half term applications close for Easter applications
February half term applications close for September applications
May half term applications close for January applications

Any applications received after these dates will be considered after the applications that have been received by the closing dates stated above. Any late applications will be added to the end of the waiting list and will be considered against the oversubscription criteria.

The criteria will be considered each half term following the closing date and any available places filled.

Waterthorpe Nursery Places

Waterthorpe Nursery will not hold any Nursery places open for children who have chosen to not take up places offered, or for children who make application for places and are eligible to start at a later date.

Once a child is admitted to the Nursery, the child is entitled to remain in a universal part time place in the Nursery until the term after he/she becomes five.

In the case of a summer born child parents/carers must select one of the following:

- Take up the school reception place by the April before their child's fifth birthday.
- Apply, through Primary admissions, to defer admission into Foundation Stage 2 until September of the following academic year. (Please note that this must be done by the deadline date for school applications.)
- Start school in the September after they are five, as a year one child.

Please contact Primary School Admissions at Sheffield City Council for more detail on deferring entry to school.

Determining choice of sessions

Parents/Carers will be asked to give preferences with regards to the sessions when they apply for a place. Account will be taken of the preferences expressed by parents/carers, but places will be allocated subject to availability and are not guaranteed. If a preferred pattern of attendance is not available, the child may be offered alternative sessions.

Waterthorpe Nursery offers a minimum of sixteen and a maximum of twenty four - 30-hour childcare places for the academic year (September to July.)

A minimum of thirty - 15-hour places are offered also (5 mornings 8.30am-11.30am or 5 afternoons 12.30pm-3.30pm).

If all 15-hour places are taken and there are 30-hour places still available, the criteria is reviewed for each of these groups separately as mentioned in our oversubscription criteria below.

If a Nursery place is offered and refused by parents/carers - we reserve the right to immediately offer this place to another applicant. Any applications that are initially refused and then wish to be re-applied for, will be added to the end of the waiting list and will be considered against the oversubscription criteria on a termly basis.

Oversubscription

Where more Nursery applications are received than there are places available, the following criteria will be applied. The Nursery will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated.

The oversubscription criteria at Waterthorpe is as follows:

1. Children who are eligible for 30 hours (Extended Entitlement)
2. Looked After Children
3. Children with an Education, Health and Care Plan naming the school
4. Children who at the time of entry, have a brother or sister attending Waterthorpe Nursery Infant School
5. Children who live in the catchment area for Waterthorpe Nursery Infant School
6. Date of Birth - oldest children have priority

No priority will be given to a child who currently holds a 15-hour place in Nursery and then becomes eligible for a 30-hour place - if places are unavailable. In this event the oversubscription criteria will be used.

Informing parents regarding Nursery applications

The school will keep an application list of children seeking admission. Inclusion of the child's name on the list does not constitute the promise of a place. When a place becomes available parents/carers will be contacted by the school during the term before the child is due to start.

An invitation for successful applications will be sent to parents/carers to attend our pre-nursery group delivered by nursery staff, the term before your child starts Nursery. These sessions are Wednesday mornings 9.00am-10.45am and take place in Emmanuel Church. A range of Nursery activities and expectations will be modelled, and this gives your child the opportunity to build relationships with Nursery staff prior to starting.

All parents/carers will receive confirmation in writing of their child's Nursery sessions and this will include an admission date for their child to start Nursery.

Families who are unable to attend the pre-nursery sessions due to other commitments will receive confirmation of their child's Nursery sessions through the post to the home address on their child's Nursery application.

Parents/Carers will receive an appointment to attend Nursery to complete the necessary paperwork prior to your child starting. This paperwork must be completed and reviewed by staff prior to the admission date. The school will also need sight of the child's birth certificate before they can be admitted.

Transferring of Nursery places

The FEL Code of Practice stipulates that a 4-week notice period is required for changing providers mid-term.

There is a Local Agreement in place with Local School Nurseries, stating that once a Nursery place has been allocated, a pupil transfer will only be accepted if the child moves house, or there are exceptional circumstances requiring this transfer. Both Headteachers from the current Nursery school and the accepting Nursery school must agree to this move for a transfer to be granted.

Parents/carers must note:

- There is no statutory right of appeal.

- A part-time place in Nursery is a morning or afternoon session of up to a maximum of 15 hours per week.
- A 30-hour place in Nursery can be allocated for those parents who qualify. The 30 hours will be Monday to Thursday. Parents who qualify can pay for an additional full day on Friday, less the 2 hours remaining from the 30-hour allocation.
- A Nursery place does not guarantee a Reception place in school - this must be applied for separately <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>
- Where the oversubscription criteria applies, catchment areas are checked with the child's address stated on the Nursery application form using <http://www.sheffield.gov.uk/home/schools-childcare/school-catchment-checker> to review addresses and their proximity to the setting.

ADMISSION POLICY FOR SCHOOL (FS2)

Admission into Reception at Waterthorpe Nursery Infant School from September

All 4-year-old children can start Waterthorpe Nursery Infant School, full or part-time, in the September following their 4th birthday. Parents/carers may defer entry to school until compulsory school age if they wish, i.e. the term after the child's 5th birthday, within the same academic year, at the point they judge their child to be ready to start school.

Parents are able to choose from the following options depending on when their child reaches compulsory school age i.e. the term after their 5th birthday:

Children who have their 5th birthday between 1st September and 31st December:

A full-time school place in the Reception/Foundation 2 class from September

OR

- A part-time school place in the Reception/Foundation 2 class from September

OR

- A part-time place in an Early Years setting (15 hours)

These children must start school in January full-time as they have reached statutory school age

Children who have their 5th birthday between 1st January and 31st March:

- A full or part-time school place in the Reception/Foundation 2 class from September

AND/OR

- A full or part-time school place in the Reception/Foundation 2 class from January

OR

A part-time place in an Early Years setting (15 hours)

These children must start school in April full-time as they have reached statutory school age

Children who have their 5th birthday between 1st April and 31st August:

- A full or part-time school place in the Reception/Foundation 2 class from September

AND/OR

A full or part-time school place in the Reception/Foundation 2 class from January

AND/OR

- A full or part-time place in the Reception/Foundation 2 class from April OR
- A part-time place in an Early Years setting (15 hours)

Wait until compulsory school age — the following September of the next academic year. This will be a direct entry into Year 1 and parents will have to re-apply for a school place. A school place cannot be guaranteed.

Parents must note:

- Attendance at the school's nursery does not guarantee admission to the school and a school place in Reception must be applied for — please see the 'Guide for Parents'

available from Pupil Admissions or view guidance on-line at:

https://www.sheffield.gov.uk/content/dam/sheffield/docs/schools-and-childcare/admissions/2020-21-documents/Entry_to_Primary_Guide.pdf

- Parents/carers can request that the date their child is admitted to school is deferred until later in the school year or when the child reaches compulsory school age in that school year.

- When your child has been allocated a place at Waterthorpe NI school, transferring from an Early Years setting or home into Waterthorpe NI school is guaranteed as the school place remains available throughout the whole academic year.

- A part-time place in school is a morning session of 5 days per week.
- A full-time school place cannot be split between a school and an Early Years provider.
- A part-time school place cannot be split between two or more schools.
- Where a parent/carer wishes to transfer from an Early Years place to a school it will take effect from the beginning of the term, e.g. January or April.
- Parents/carers who do not wish to accept the offer of a full or part-time place until compulsory school age at Waterthorpe Nursery Infant school may still access the 15 hours part-time free early learning place at an Early Years setting of their choice e.g.
 - In a nursery class at a primary school
 - In a nursery school.
 - In an eligible Early Years setting in the private, voluntary and community sector.Parents/carers should contact Sheffield Information Link on 0114 273 4855

Waterthorpe Nursery Infant School will endeavour to learn and understand the needs of each child through transition meetings prior to the child starting school. Parents are invited to make an appointment with a member of the Senior Leadership team in school to discuss their child's needs and seek advice about the option most suitable for their child.

Equality Impact Assessment Template

<i>Name of policy or project being assessed?</i>	Date
Admissions	6/11/19

<i>Priority Level</i>	
High	x
Medium	
Low	

Lead Officer: Helen Stokes
Members of the assessment team: Helen Stokes & Suzanne Marriott
Others involved in the assessment (peer review/external challenge): Full Board of Governors

<p>What are the aims of the policy or project? Local authority admissions criteria followed</p>
<p>Who is the intended customer/service user of this project or policy? Children & families</p>
<p>What are the desired outcomes from this project or policy? To comply with parental preference wherever possible and in the event of over-subscription to follow LA admissions criteria</p>
<p>List any other key policies, procedures, projects or strategies that this policy/project has implications on: LAC and SEN and Equal Opportunities (EO)</p>

What are the racial, disability and gender equality implications of the policy or project?

Does the policy or project have any significant positive impact for: <ul style="list-style-type: none">▪ Different racial groups▪ Disabled persons▪ Men and women▪ Boys and girls	Priority 2 for admissions is for Looked After Children (LAC) Priority 3 for Admissions is and SEND Educational Health Care Plan (EHCP)
Does the policy or project have any significant adverse impact for: <ul style="list-style-type: none">▪ Different racial groups▪ Disabled persons▪ Men and women▪ Boys and girls	NO
Do you have any evidence?	
Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?	N/A

Action to take	
If you have indicated there is a negative impact, can it be justified?	N/A
If you have indicated there is a negative impact and it cannot be justified, is it discrimination?	N/A
If you have answered YES, please list all the changes that you have made to eliminate this discrimination:	
Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy)	

Signed (Person completing the form): 	Date: 6/11/19
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