

Nursery and Pre-School Admissions Policy including Oversubscription Criteria and Charging Policy

February 2021

1. Admissions to the nursery

1.1 All parents are requested to register pupils as soon as possible as this will assist the School in making future plans. Registration does not imply that a position will be available when the child reaches Foundation Stage admission age.

1.2 The date of registration will be noted, and places will be allocated on a **first come first served basis at each of the entry points.**

1.3

1.3 Attendance at the nursery **does not guarantee a place in Foundation Stage** and parents need to apply for the Foundation Stage admission separately by applying directly to the local authority.

1.4 Hazeldown School admits:

- Eligible two-year-olds funded from the start of the term following their second birthday.
- Eligible two-year-olds funded as rising three-year-olds at the start of the term in which they have their third birthday.
- Eligible three-year olds that meet the criteria for two year old funding.
- Non-funded two-year-olds from the start of the term following their second birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the term in which they have their third birthday.
- Early Years funded three and four-year-olds from the start of term following their third birthday.
- Non-funded three and four-year-olds from the start of term following their third birthday.

2. Points of Admission to nursery

2.1 Generally, children will start at nursery at the beginning of a term. Eligibility for the Early Years Education Funding for two-year-olds is from the start of the term following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

| 2 or 3-year old children are eligible for funding: | | |
|--|-------------|--------------------------|
| If your child's birthday falls between: | | Funding starts: |
| 1 September | 31 December | Spring (after Christmas) |
| 1 January | 31 March | Summer (after Easter) |
| 1 April | 31 August | Autumn (after Summer) |

2.2 There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Foundation Stage at the normal round are for **full-time admission** in the September following their **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

3. Session Times

3.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570-hour entitlement of:

For 2 year olds we offer Morning sessions of 9.00am – 12.00pm

For 3 and 4 year olds we offer the following sessions:

| | Session choices | Hours | Cost for non funded sessions |
|------------------|------------------|-------|---|
| Morning Sessions | 7.30am – 12.00pm | 4.5 | £18.72 |
| | 9.00am – 12.00pm | 3 | £14.98 (2 year old) £12.48 (3 & 4 year olds) |
| All Day Sessions | 7.30am – 3.00pm | 6.5 | £27.04 |
| | 7.30am – 4.00pm | 7.5 | £31.20 |

| | | | |
|--------------------|------------------|-----|--------|
| | 7.30am – 5.00pm | 8.5 | £35.36 |
| | 7.30am – 6.00pm | 9.5 | £39.52 |
| | 9.00am – 3.00pm | 6 | £24.96 |
| All Day Sessions | 9.00am – 4.00pm | 7 | £29.12 |
| | 9.00am – 5.00pm | 8 | £33.28 |
| | 9.00am – 6.00pm | 9 | £37.44 |
| Afternoon Sessions | 12.00pm – 3.00pm | 3 | £12.48 |
| | 12.00pm – 4.00pm | 4 | £16.64 |
| | 12.00pm – 5.00pm | 5 | £20.80 |
| | 12.00pm – 6.00pm | 6 | £24.96 |

3.2. If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 – 1.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Funding.

4. Extended Hours

4.1. Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.

4.2. Families that need a longer day can take funded nursery and pre-school places in our governor-run breakfast and after school clubs. These sessions are:

- 7.30am – 9.00am before school and
- 3.00pm – 6.00pm after school.

4.3. The provision before and after school will differ from the core early years provision between 9.00am and 3.00pm, as there will be older children attending.

4.4. Before and after school childcare provision is made for children aged 3-11. The governing body manages this service, and this means that the Early Years Funding for three and four-year-olds can be offered between 7.30am and 6.00pm making our nursery and pre-school provision extremely flexible.

- 4.5. When allocating places, the governing body take these extended services for three and four-year-olds to be an integral part of the nursery and pre-school provision.
- 4.6. If your sessions exceed your funded entitlement (15 or 30) hours you will be charged for the additional time (full or half hours) to complete a session or to secure additional sessions. This per hour charge will be at the same rate as the Devon County Council funded entitlement rate which is currently £4.98 for 2 year olds and £4.16 for 3 & 4 year olds. This charge is subject to change at short notice as it is dependent on changes made by Devon County Council to the funding allowance.
- 4.7. When applying for a place you will be asked which sessions you require.
- 4.8. Parents wishing to use their 15 funded hours during term times only with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 6 + 3 + 3 + 3 hours = 15 OR 9 + 6 hours = 15 OR 5 +5 +5 = 15
- 4.9. Any parent with a registered 2 year old , turning 3, who require additional hours to make use of the funded hours allocated, should make their request a term in advance.
- 4.10. You can book additional ad hoc sessions for our extended schools subject to availability. Parents should be aware that there are 8 allocated spaces for Little Acorns at our Extended Schools provision. These sessions will be charged at the agreed session rate set out in this policy and can be paid using your funding allowance or be paid direct by the parent/carer by using our on line booking and payment system.

5. Charging

- 5.1. There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 5.2. Charges for non-funded sessions can be found in Section 3 of this policy.
- 5.3. If a child is collected later than the contracted time, there will be an additional charge of £10.00 plus the session fee.
- 5.4. The notice period for changes to session times is one month and must be put in writing to the Nursery and Pre-School.

6. Childcare Vouchers and Tax-Free Childcare

- 6.1. Our school accepts childcare vouchers.
- 6.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#)
- 6.3. Bank Holidays are not funded. If the free entitlement falls on a Bank Holiday we are not able to swap the day the for day missed.

7. School Lunches

- 9.1 We do not supply school lunches. Parents are expected to supply a healthy packed lunch for their child if the session booked falls within our lunchtime session. (12.00 – 1.00pm)

8. Visiting

- 8.1.** We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit Little Acorns and Hazeldown School, you should contact the school to make an appointment.
- 8.2.** Most children will start the nursery and pre-school at the start of the term or half term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.
- 8.3.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.
- 8.4.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

9. How to apply for a nursery place

- 9.1.** To apply for a place at Little Acorns you must first use the New Child Enquiry form and once sessions have been confirmed you need to formally apply using the Child Registration and Funding Application form. This needs to be returned within seven days to secure the place.

10. Information provided in an application

- 10.1.** We would like all applications to be fully and honestly completed.
- 10.2.** You will be asked to provide a copy of your child's birth certificate so we can check your child's age.

11. What happens next

- 11.1.** If there are fewer applications than places, then no application will be refused.
- 11.2.** We will endeavour to give the hours requested on the Child Enquiry Form. It is inevitable, however, that some parents will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 11.3.** At each half-term, we will contact successful parents to welcome them to the nursery and pre-school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

12. Overview of the Admissions Process

Prospective families should complete an enquiry form. We will review forms on a half-termly basis and will offer requested spaces where available at the commencement of the following term or half-term. Places will only be held for this half-term period. For example, if you were to enquire for a place in April, we would acknowledge receipt of your enquiry and would then contact you after February half-term to start in the summer term if there were spaces available.

13. Published Nursery Admissions Number (PNAN)

- 13.1.** This is the number of places we intend to make available for our normal nursery intake. This number is determined by the floor area of our building, we will not refuse admission for applications below the PNAN.
- 13.2.** The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published in this policy.
- 13.3.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2019/20
- 13.4.**

| | |
|---|------------------------------------|
| The maximum number of 3 and 4-year-old children that will be admitted at any one time: | 21 (AM) 23 (PM) |
| The maximum number of 2-year-old children that will be admitted at any one time | 2 (AM ONLY 9.00am – 12.00pm) |
| The maximum number of 2,3 and 4-year-old children that will be admitted at any one time: | 23 |

These numbers are maximum capacity in the building. We expect to have higher numbers of children registered as many children will only attend part-time.

14. Waiting lists

- 14.1.** Following the allocation of nursery and pre-school places the school will retain a waiting list. Places on this list will be prioritised on a first come, first served basis.
- 14.2.** If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- 14.3.** Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a Child Enquiry form.

15. Increasing the hours attended

- 15.1.** If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions at the times that are available, then they can be offered to parents of children who are already attending the nursery and pre-school. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made, and offered on a first come, first served basis.

16. Admissions appeals

- 16.1.** If a nursery and pre-school place is refused, parents can go through the school's complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

17. Transport

- 17.1.** No transport is available for nursery children.

18. Uniform

- 18.1.** Children attending Little Acorns are expected to wear a Hazeldown t-shirt and sweatshirt which can be purchased on-line. If your child is eligible for Pupil Premium funding, we will provide you with a Hazeldown Sweatshirt.

19. Claiming the Early Years Education Funding

- 19.1.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 19.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 19.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

20. Changes to attendance

- 20.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term.
- 20.2.** It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

21. Induction and transition arrangements for starting nursery/FSU

- 21.1.** Your child's induction will be agreed, and discussed with parents/carers, on an individual basis. Any induction will depend on available provision at the nursery and pre-school.

22. Contacts and further information

| | | |
|-------------------------------|-------------------|--|
| Nursery and Pre-School | E-mail: | littleacorns@hazeldown.devon.sch.uk |
| | Telephone: | 01626 772901 |
| | Website: | www.hazeldown.co.uk |