

# **Northlands Primary School and Nursery**

## **Nursery Admissions Policy 2025**



## Early Years Education Funding for two-, three- and four-year-olds

- 1.1. Two-year-olds who meet the Government criteria will be entitled to 15 Funded/Universal hours or 30 Expanded/Extended hours funding.
- 1.2. All three and four-year-olds are entitled to a free early years education place for 210 hours per term. Some children whose parents are working will be entitled to 420 hours per term.
- 1.3. We expect to admit children that will be using their Early Years Funding for a place at Northlands Primary School and Nursery. The maximum amount of funded time in a day is 6 hours (8.30am-11.30am and 12.30pm-3.30pm). The length of the offer is 38 weeks (no more than 570 hour per annum or 1140 hours per annum for the extended offer).

## 2. Admissions to the nursery

- 2.1. Northlands Primary School and Nursery admits:
  - FEEE2W (Funding for eligible working families of 30 Expanded/Extended hours per week) starting the term after the child turns 2-years-old
  - FEEE2 (Funding for families who receive specific Government support of 15 Funded/Universal hours per week) starting the term after the child turns 2-years-old
  - FEEE3-4 (Universal 15 hours per week) starting the term after the child turns 3-years-old
  - FEEE3-4 (15 Expanded/Extended hours per week equalling 30 Universal hours for Working Parents) starting the term after the child turns 3-years-old
  - Two-year olds who do not receive funding whereby parents can pay for nursery sessions
  - Three- and four-year olds whereby places can be funded by parents (for example for a child who receives 15 hours of funding and parents wish them to attend for additional sessions).

## 3. Points of Admission to nursery

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

2, 3 and 4 year old children are eligible for funding:		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

**3.2.** 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 reception at the normal round are for **full-time admission** in the September following the **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. **Pupils who have a place at Northlands Nursery will not automatically be awarded a place at Northlands Primary School – parents will need to apply through the normal admissions route.**

#### **4. Patterns of attendance available**

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

- Morning sessions of 8.30am to 11.30am and
- Afternoon sessions of 12.30pm to 3.30pm and
- All day sessions of 8.30am to 3.30pm during term time only.

**4.2.** If you choose an all-day session this includes the lunchtime period from 11.30am – 12.30pm. 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. As the lunch break is not included in the Early Years funding, parents will be invited to **make a voluntary contribution of £2.00 per day.**

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

**4.4.** **Families that have a code beginning TYF are eligible for 15 Funded/Universal hours per week (570 hours per annum). This equates to 15 hours a week over 38 weeks of the year.**

**4.5.** Families that need a longer day can take advantage of the school’s breakfast club (which runs from 8am) or tea time club (which runs until 5.30pm). There will be an additional charge for these provisions and they must be booked in advance.

**4.6.** When allocating places, the trust/governing body take these extended services for three- and four-year-olds to be an integral part of the nursery provision.

**4.7.** The table below sets out our session times. When applying for a place please use the Nursery Admissions Application Form available from the school office and tell us what sessions you need. **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

<b>Session choices</b>	<b>Hours</b>
8.30am-11.30pm (morning session)	3
12.30pm-3.30pm (afternoon session)	3

8.30am-3.30pm (all day plus lunch)	6 +1 hour lunch
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- 4.8.** Parents wishing to use their 15 funded hours during term times with us need to choose how they would like to utilise their hours. These can be used over just morning or afternoon sessions, or over two and a half days. We cannot guarantee your sessions requested, however, we will do our best to accommodate your requirements.

## 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.** We do not provide lunches for the children attending the nursery and you will need to provide a school packed lunch (no nuts or chocolate please). We do ask for a small **voluntary contribution** to cover additional costs over lunchtime as this is not included in the 15 or 30-hours funding.

## 6. Visiting

- 6.1.** 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 Northlands Primary School and Nursery, you should contact the school to make an appointment.
- 6.2.** Most children will start at the nursery at the start of the 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.
- 6.3.** To apply for a place here you must use the Nursery Admissions Application Form available from the school office.
- 6.4.** 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.
- 6.5.** 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.

## 7. How to apply for a nursery place

- 7.1.** Parents must complete a 'Session Request' Form available from the school office and return it to the school.
- 7.2.** The closing dates for applications for the nursery/foundation stage unit intake are: 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be

considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

## **8. Information provided in an application**

- 8.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery, and this disadvantages another child.
- 8.2.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 8.3.** You will be asked to provide date of birth evidence (birth certificate) so we can check your child's age.

## **9. What happens next**

- 9.1.** If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.
- 9.2.** We will endeavour to give the hours requested on the application form. It is inevitable, however, that some parents who have been prioritised 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.
- 9.3.** Once applications have been submitted, we will contact successful parents to welcome them to the nursery 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.

## **10. Published Nursery Admissions Number (PNAN)**

- 10.1.** This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Essex County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 10.2.** 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 on the school website.
- 10.3.** If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 10.4.** The table below sets out our Published Nursery Admissions Number (PNAN)

**The maximum number of 2, 3 and 4-year-old children that will be admitted at any one time:**

180 (sessional places)

- 10.5.** Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the nursery the governing body will use the following **oversubscription criteria** to prioritise applications for both funded and bought hours:

1. Looked after Children or previously Looked after Children;
2. Children living in the priority admission area with a brother or sister attending the school at the time of application and determination;
3. Children living outside the priority admission area with a brother or sister attending the school at the time of application and determination;
4. Children living in the priority admissions area;
5. Children living outside the priority admissions area.

## **11. Waiting lists**

**11.1.** Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

**11.2.** 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.

## **12. Increasing the hours attended**

**12.1.** 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 as the times that are available, then they can be offered to parents of children who are already attending the nursery. 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 the oversubscription criteria will be applied to determine who should be given priority for that place.

### **13. Admissions appeals**

- 13.1.** If a nursery 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.

### **14. Transport**

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

### **15. Uniform**

- 15.1.** Children attending Northlands Primary School and Nursery are expected to wear a uniform. This consists of grey trousers/shorts/skirt, a white shirt or polo-shirt, a red gingham dress and a red cardigan/jumper. This does not have to have the school's logo. If you wish to purchase uniform with a logo, please see the school office for information on suppliers.

### **16. Claiming the Early Years Education Funding**

- 16.1.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 16.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 16.3.** Parents must not claim more than the **570 hours per annum or 1140 hours per annum for the extended offer**; checks are carried out to ensure that over claims are not made.

### **17. Changes to attendance**

- 17.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1) and 2) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places:
- 1) New applications from parents whose children do not yet attend the nursery.
  - 2) Requests by parents whose children attend the nursery, and they want to increase OR change the times their child attends
- 17.2.** 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.

### **18. Induction and transition arrangements for starting nursery**

- 18.1.** Children will be invited in to attend an induction session where they will be able to familiarise themselves with the nursery setting.

## 19. Contacts and further information

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Date ratified:

Date for review: