



Approved By	Board of Trustees
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Chair of Trustees David Jessup	
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Person Responsible	CEO

**Corvus Education Trust  
Manor Field Infant and Nursery School**

**Nursery Admission and  
Oversubscription Policy**

## **Introduction**

As an academy, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. The Trust also sets their own oversubscription criteria.

These arrangements seek to comply with the government's [Early Years Entitlements: Operational Guidance For Local Authorities and Providers – April 2017](#) the [Early Education and Childcare Statutory Guidance for Local Authorities March 2017](#).

## **Early Years Education Funding for three and four year olds**

All three- and four-year-olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year. From September 2017 children whose parents are working will be entitled to 1140 hours a year.

We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours

## **Admissions to Nursery**

Corvus Education Trust admits:

- Early Years Education funded three- and four-year-olds from the start of term following their third birthday.

## **Patterns of Attendance Available**

We are required to offer the Early Years Education Funding in a flexible way. Our school makes a core offer of:

- Morning sessions of 8.45am to 11.45am and
- Afternoon sessions of 12.15pm to 3.15pm and
- All day sessions of 8.45am to 3.15pm during term time only.

If you choose an all-day session this includes the lunchtime period from 12.15-12.45pm. This time is considered to be part of the day when children continue their learning and **can** be funded as part of the Early Years Education Funding.

Early Education is offered within the national parameters –

- No session is longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6.00am or after 8.00pm
- A maximum of 2 sites in a single day

### **Extended Hours**

Some families may need a longer day; we can also offer funded nursery places before school.

- 7.45am – 8.45am before school (Breakfast Club) The provision before school will differ from the core early years provision between 8.45am and 3.15pm, as there will be older children attending.

Before school childcare provision is made for all children (aged 0-11). The trust manages this service and this means that the Early Years Education Funding for three- and four-year-olds can be offered between **7.45am and 3.15pm** making our nursery provision extremely flexible.

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

If you want to buy additional hours on top of the 15 funded hours you can do this during any of our opening times. We sell 3-hour long sessions and will consider selling single hours at **£4.00**. A 3-hour long session is charged at **£12**.

### **Charging**

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.

The school must comply with Norfolk County Councils Funding Agreement. A charge cannot be made if a child is only attending the nursery as part of their Early Years Education Funding.

Details about buying additional sessions/hours in the nursery are set out in the schools charging policy. A policy on charging for activities is available on request from the school and can be viewed on our website.

### **Childcare Vouchers**

Our school accepts childcare vouchers- Kiddicare, Busybees, Sodexo, Edenred, Computershare. If your employer has a different voucher scheme please contact the school office to discuss your requirements.

The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session choices	Hours	Funded/bought hours
7.45-8.45	1	Only counts as funded time if staying at a morning session as well. (the minimum amount of funded time is 2.5 hours)
8.45-11.45	3	As part of the Early Years Education Funding or bought.
12.15pm – 3.15pm	3	As part of the Early Years Education Funding or bought.
7.45am – 11.45am	4	As part of the Early Years Education Funding or bought.
7.45am – 3.15pm	7.5	As part of the Early Years Education Funding or bought.
8.45am– 3.15pm	6.5	As part of the Early Years Education Funding or bought.

Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours.

The funding can only be taken between 7.45a.m. and 3.15p.m.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

### School Lunches

Free school meals (FSM) must be provided for children (whose parents meet the eligibility criteria) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will

be provided whether the child is attending for funded or bought time and regardless of their age.

Children who do not meet the eligibility criteria for free school meals are requested to provide a packed lunch.

## Visiting

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 Watton Westfield Infant and Nursery School you should contact the school to make an appointment.

Most children will start at the nursery at the start of the term or half term. Other children join us “in-year” 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.

To apply for a place here you must use the [School Nursery Application Form](#).

Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular toddler group or Children’s Centre attached to the school;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

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.

## How to Apply for a Nursery Place

Parents must complete the [School Nursery Application Form](#) and return it to the school.

The closing dates for applications for the nursery/foundation stage unit intake are: *1 April, 1 July and 1 November*. 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.

## Information Provided in an Application

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. If necessary, we will ask for evidence of a child's home address and date of birth before admission.

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.

You will be asked to provide date of birth evidence so we can check your child's age to ensure they have reached the eligible age for free entitlement. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

## What Happens Next

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 trust prioritise applications according to the oversubscription criteria below.

**By 1 July, 1 November and 1 March 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.**

## Points of Admission to Nursery for Funding

Generally children will start at nursery at the beginning of a term. 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.

Children who are eligible 2 or 3 year olds		
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)

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.

### The Admissions Process

<b>1) Children become eligible for a place when they were born:</b>	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
<b>2) Visit the nursery in:</b>	Spring term	Summer term	Autumn term
<b>3) Apply by:</b>	1 June	1 November	1 February
<b>4) Admissions panel meet in:</b>	June	November	February
<b>5) Receive a letter about your application before:</b>	End June	End November	End February
<b>6) Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
<b>7) Start at Nursery (or at the start of term closest to that month)</b>	September Autumn Term	January Spring term	April Summer term

### Allocation of Places

If there are more applications for places than there are places available, the Trust will give preference to children living **nearest** to the schools according to the following rules in this order of priority:

1. children with independently verified evidence of additional need.

2. children in public care who are due to start school and live in the area served by the school
3. children who live within the designated area and have a brother or sister attending the school at the time of their admission
4. children who live within the designated area and have a brother or sister attending the adjoining middle/junior school
5. children who live within the designated area and have no brother or sister connection with that or the adjoining middle/junior school
6. children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
7. children who live outside the designated area and have a brother or sister attending the adjoining middle/junior school
8. children who live outside the designated area and have no brother or sister connection with that or the adjoining middle/junior school.

## **Waiting Lists**

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.

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.

Parents with very young children, i.e. those that are not due to start within the next two terms, **are welcome to place their child on our waiting list.**

## **Increasing Hours**

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places as the times that are available then the places 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.

### **Appeals**

If a nursery place is refused, parents can go through the schools complaints process to express their concerns. The trust appeals panel will review the decision.

### **Transport**

No transport is available for pre-school children.

### **Special Educational Needs and Disability**

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for the child with SEND.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEN inclusion Fund and any locally available streams with a view to submit a claim/application to support and improve their outcomes.

### **Claiming the Early Years Funding**

The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

It is important that both the school and parent can see what time is funded and what time is being bought.

Parents must not claim more than the 15/30 hour entitlement, checks are carried out to ensure that over claims are not made.

A Nursery claims form must be completed at the start of each funding period i.e. Autumn, Spring, Summer terms confirming hours and providers claiming funding.

### **Changes to Attendance**

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

It is expected that parents will ensure that their child will attend at the times agreed on so that children can establish a routine and be ready to start school.

If a child is sick the parent must inform the school. If a child does not attend the nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

### **Induction and Transition Arrangement for Starting Nursery**

We hold parent meetings in June to advise parents of induction processes and answer any questions or concerns that new parents may have. We also have home visits for new intakes to give the nursery staff an opportunity to meet with parents and the child in a comfortable environment. This ensures that all correct paperwork is completed. We have Stay and Play sessions before the children start for their full sessions to help the transitions. Parents can stay to help children acclimatise but are encouraged to leave as soon as possible