



Early Years Admissions
Policy

*"Working together
with parents, church and community
to create a distinctive environment
where the unique nature of each child
is respected and fostered"*

Consultation	Staff	Date:	Governors	Date: May 17
Ratified by Governors:	June 2017			
Review Date:	Spr 2 2018	Spr 2 2019		
Link Policies	Admissions			

Copies of this policy can be found:

- On the school's VLE in the Staffroom course
- In the Policy file in the PPA room
- In the Office policy file

The following Appendices are attached:

Appendix A: Nursery Application Form

Appendix B: Information for parents who wish to defer their child's entry to full time education.

Appendix C: Charging Policy for Early Year's Provision

Appendix D: Ecclesiastical Boundary - Parish Boundary map

Appendix E: School Catchment map

Universal and Extended Entitlement for 3 and 4 year olds

The Governing Body is responsible for admissions to the school's Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

The school has a 26 place nursery which runs in the morning only. Each session runs for 3 hours from 8.45 am to 11.45 am daily for a total of 15 hours per week. A maximum of 26 universal places will be offered.

Making an application

Applications for admission to the Nursery should be made by the parent/guardian directly to the School on the application form attached at Appendix E. The application form can also be obtained from the school office.

PART-TIME ADMISSION DATES

A child can be admitted to early year's provision the term after their 3rd birthday.

The part-time admission dates are:

Three Year Olds

Born Between	Month of Part-time Admission	Term of Part-time Admission
1 April - 31 August	September	Autumn
1 Sept - 31 Dec	January	Spring
1 Jan - 31 March	after Easter	Summer

April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

PART-TIME OVERSUBSCRIPTION CRITERIA

If the number of applications received for a universal nursery place does not exceed the number of places available then all children will be admitted on a part-time basis.

Where there are more applications than places available children will be admitted in the following order:

1. Children who are 'Looked After' by the Local Authority in accordance with Section 22 of the Children Act 1989 (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were 'looked after' but have been adopted or have become subject to residency or child arrangement order or special guardianship order. at the time of admission.

2. A child who, or whose parents/guardians, resides within the parish of Hemsworth, or whose parents/guardians are on the electoral roll of that church, and who are:
 - a) **'At the heart of the church'**
A regular worshipper. A person who worships at least twice per month **for a period of 12 months prior to the closing date for application.** The worshipper could be one or both parents or the child.
 - b) **'Attached to the church'**
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
3. A child whose parents have moved to become resident in the parish of Hemsworth having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that parish
4. A child whose parents/guardians reside within the parish of Hemsworth who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are (i) 'At the heart of the church' or (ii) attached to the church. See definitions above.

Where the child or parents/guardians have recently moved into the parish, evidence of attendance in the previous church will be required and taken into consideration. A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is attached to this policy. The form should be completed and signed by the parent/guardian and Minister of the Church or, during a vacancy, by the Church Warden and returned to the school by the date stated on the form. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

5. Children who live in the Academy's catchment area, who have siblings (including a half-, step- or adoptive brother or sister) attending the Academy at the time of admission.
6. Other children residing in the Academy's catchment area
7. Children who live outside the Academy's catchment area, who have siblings (including a half-, step- or adoptive brother or sister) attending the Academy at the time of admission.

NOTES

- 1 A map showing the ecclesiastical parish boundary(ies) is available at the school.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

A map showing the admissions priority area for admissions is available at the school.

ALLOCATING PLACES

Parents/carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the school's nursery waiting list and the parent/carer will be requested to complete an application form, which includes collecting information regarding attendance patterns.

Parents who require less than 5 sessions / 15 hours per week will be considered alongside all other requests.

Places will be allocated in accordance with the above admissions criteria.

A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended.

The school will allocate universal places on the following dates for the following academic year:

Term child will take up Early Years Provision	Week commencing date places will be allocated
Autumn	1 June
Spring	1 November
Summer	1 February

PART-TIME ADMISSIONS CRITERIA - EXTENDED ENTITLEMENT (CHILD TAKING UP IN TWO SCHOOLS)

A child who accesses their universal entitlement in one school may take up their extended entitlement at a different school if they meet the eligibility criteria.

They will only be admitted after all universal places have been allocated.

1. Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
2. Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
3. Date of birth order - eldest first.

DEFERRING A FULL-TIME SCHOOL PLACE

The statutory School Admissions Code of Practice allows parents to defer their child's offer of a full-time place until they reach statutory school age. For advice on this please refer to the full-time Admissions Policy or contact the School Admissions Team on 01924 305616/17/18/19.

If a parent wishes to defer their offer of a full-time place at their allocated school and they wish their child to continue attending nursery provision on a universal basis or extended where they are eligible then the below must be followed:

1. Parents must formally put in writing to the local authority's School Admissions Team and the school that they wish to defer the offer of a full-time place.
2. The School Admissions Team will contact the school where a full-time place has been offered.
3. The School Admissions Team will write to the parent to confirm the deferral of a place explaining that they will have to make alternative arrangement with either their existing or an alternative nursery provider.
4. The Early Years Team can provide support and advice in securing a part-time nursery place.

If a parent contacts a school direct then the school should inform the School Admissions Team as outlined above.

Any applications received after the specified dates will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer of a part-time place can be removed.

The school will record evidence to verify a child's date of birth, identity and the parent's eligibility for extended hours as appropriate.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide

this then it could affect a parent's/carer's application for a part-time place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school/academy will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

If a child is refused a part-time early years place then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school.

Nursery Application Form

St Helen's CE Primary School

Full name of child:..... Date of birth:..... Parent/Carer (full name):..... Address:.....	
First contact:..... Relationship to child:..... Contact numbers:.....	Second contact:..... Relationship to child:..... Contact numbers:.....

.....
 Has your child attended any activities/groups at Cedars Children's Centre?
 Yes/No

Doctor's name and telephone
 number:.....

Office Use Only

Start Date: _____ UPN
 Number: _____

*Please note a place in our school nursery does not guarantee your child a place in our school.
 You will need to complete an 'admission to school form' which is posted out by admissions.
 For any further information regarding the form please call admissions on 01924 305616*

Deferring entry to Full-time education and requesting to retain a place in Nursery.

Not all parents are offered a full-time Reception place at the school of their preferred choice. Where this occurs some parents are requesting to stay within their current nursery in the anticipation that a full-time place will become available at that school. This is highly unlikely to occur unless the child is towards the top of the waiting list and there are no guarantees that a place will then become available.

When such a request to stay in the nursery is made then it is up to each school and their Governing Body to make the final decision as any parental complaint / appeal would be made through the School's Governing Body.

Wakefield Council advises that if there are spare places available in the nursery class then the school should allow the child to continue in the nursery until such time that the place is required for another child. If the school nursery is full or the school is stating that they have decided that the child cannot continue in the nursery then the parents should be advised to contact the Early Years Team on 0800 5878042 or 01977 722345 they will provide advice and support in obtaining an alternative nursery or reception place.

The legal position remains that parents who wish to defer taking their full-time place are still entitled to an early year's place of either 15 or 30 hours, where they meet the eligibility criteria, with another early year's provider from September. The Council must ensure provision is available if the child cannot remain in their current placement.

A school would receive part-time funding if a full-time eligible child remained part-time (ie up to 15 hours) in a school's nursery class. If the child was eligible to the extended entitlement then they could access up to 30 hours.

Early Years Provision Charging Policy

Hours of Operation

The school will allow parents to purchase sessions during the following hours:

AM: 8.45 am to 11.45 am

A parent will only be allowed to purchase hours once the universal entitlement of 15 hours has been allocated and any extended entitlement hours have been allocated.

Sessions/hours will be allocated on a first come basis and no guarantee can be made that a parent will receive the days or session times they request.

Charges

A 3hours session will cost £XXXX (we can also offer an hourly rate)

The school will charge for food/lunches £XXX. Parents also have the option of bringing a packed lunch.

Visits/trips will be charged based on the cost of the trip.

Invoices

Parents will receive an invoice for the sessions/hours a month in advance and will be expected to pay this by the due date. Childcare Vouchers or Tax-Free Childcare can be used to pay for these sessions/hours.

Charges will still be applicable should your child be absent whatever the reason.

Ad hoc sessions may be booked and will become payable at the time of booking.

The school will request a deposit of £XXXX for an extended hours place. This will be refunded as part of the first invoice once a child has taken up their place. Failure to take up the additional hours booked will mean the deposit becomes non-refundable.

Availability:

The school will allocate places based on the Early Years Admissions Policy. Any ad hoc sessions will only be allowed where space is available.

School Catchment Area Map

St Helen's CE Primary School - Catchment Boundary Overview



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Parish Boundary Map

