



**TITLE: NURSERY ADMISSIONS POLICY**

**MODEL POLICY STATEMENT**

This is a Willowbrook School policy

<b>Policy Owner:</b>		<b>Review period:</b>	<b>Annual</b>
<b>Last Review:</b>	<b>July 2022</b>	<b>Approving Committee:</b>	<b>FGB</b>
<b>Next Review:</b>	<b>July 2023</b>	<b>Latest FGB adoption:</b>	<b>March 2021</b>

**Public Sector Equality Duty**

This policy is written with due regard for the public sector equality duty that is placed on all schools. Willowbrook School will make reasonable adjustments for members of the school community with SEND and protected characteristics and guard against discriminatory practices and victimisation to ensure no-one is treated unfairly.



## Willowbrook School and Nursery

# Nursery Admissions Policy and Oversubscription Criteria

June 2021

<b>Policy Updated:</b>	July 2022
<b>Policy Review</b>	July 2023
<b>Date:</b>	

As a community school Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria and nursery admissions policy set by DCC must be followed by VC and community schools.

## 1. The Ethos of Willowbrook School

1.1. [Insert Ethos statement]

## 2. Early Years Funding for three- and four-year-olds

- 2.1. All three- and four-year-olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some children whose parents are working will be entitled to 1140 hours a year.
- 2.2. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

## 3. Admissions to the nursery

- 3.1. Willowbrook School admits:
- Non-funded two-year-olds as rising three-year-olds at the start of the term in which they have their third birthday. In that term, we will only admit them once they have turned three.
  - 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.

## 4. Points of Admission to nursery

- 4.1. Generally, children will start at nursery at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years 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 olds 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)

- 4.2. 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.

## 5. Patterns of attendance available

5.1. 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:

- Morning sessions of 9.00am to 12.00pm and
- Afternoon sessions of 12.00pm to 3.00pm and
- All day sessions of 9.00am to 3.00pm during term time only.

5.2. If you choose an afternoon or an all-day session this includes the lunchtime period that is **12.00 – 1.00pm**. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose.

## 6. Extended Hours

6.1. 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

6.2. Families that need a longer day can take funded nursery places in our governor-run before and after school provision. These sessions are only on a Tuesday, Wednesday and Thursday and are:

- 8.00am – 9.00am before school and
- 3.00pm – 5.00pm after school.

6.3. The provision before and after school does not differ from the core early years provision between **9.00am and 3.00pm**.

6.4. Before and after school childcare provision is available for all nursery children and this means that the Early Years Funding for three- and four-year-olds can be offered between 8.00am and 5.00pm on Tuesdays to Thursdays making our nursery provision extremely flexible.

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

6.6. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell 3-hour long sessions and will consider selling single hours at £4.50 per hour; a 3-hour long session is charged at £13.50.

6.7. The table below sets out our session times. When applying for a place please use the form on the school website [www.willowbrook.devon.sch.uk](http://www.willowbrook.devon.sch.uk) and tell us what sessions you would prefer.

Session choices	Hours
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8.00am – 9.00am	1
9.00am – 12.00pm	3
12.00pm – 3.00pm	3
3.00pm – 5.00pm	2

- 6.8. 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

## 7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. 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.
- 7.2. The school must comply with Devon County Councils [Provider Agreement](#).
- 7.3. Details about buying additional sessions in the nursery are set out in the schools Charging and Remissions Policy. This can found on the school website at [www.willowbrook.devon.sch.uk](http://www.willowbrook.devon.sch.uk)

## 8. Childcare Vouchers and Tax-Free Childcare

- 8.1. Our school accepts childcare vouchers such as HMRC, Sodexo and Edenred. Please contact us if you would like to discuss using alternative childcare vouchers.
- 8.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices this helps make childcare more affordable](#).

## 9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [benefit related 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. Parents must check eligibility through the [Citizens Portal](#)
- 9.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch for £2.30 or bring a packed lunch.

## 10. Visiting

- 10.1.** 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 Willowbrook School, you should contact the school to make an appointment. You can do this via email, [admin@willowbrook.devon.sch.uk](mailto:admin@willowbrook.devon.sch.uk) or by calling on 01392 466208.
- 10.2.** 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 early years provider.
- 10.3.** To apply for a place here you must use the form on the school website or available from the school office.
- 10.4.** 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.
- 10.5.** 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.

## 11. How to apply for a nursery place

- 11.1. Parents must complete the request for a nursery place form and return it to the school.**
- 11.2.** The closing dates for applications for the nursery intake are 1st April. You can apply after these dates, but your application may not be considered until after all 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.

## 12. Information provided in an application

- 12.1.** 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 nurser and this disadvantages another child.

**12.2.** 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.

**12.3.** You will be asked to provide date of birth evidence so we can check your child’s age.

### 13. What happens next

**13.1.** **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.

**13.2.** 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.

**13.3.** We will contact successful parents via email to welcome them to the nursery and to make arrangements for admission itself before half term in May. You will also be contacted if we do not have a place available so that you can apply to another provider.

### 14. Overview of the Admissions Process

<b>Children become eligible for a funded place when they were born:</b>	On or after 1 April and on or before 31 August	On or after 1 September and on or before 31 December	On or after 1 November and on or before 31 March
<b>Visit the nursery in:</b>	Upon request throughout the year.	Upon request throughout the year.	Upon request throughout the year.
<b>Apply by:</b>	1 April	1 April	1 April
<b>Admissions panel meet:</b>	April	April	April
<b>You will receive a letter/ email about your application before:</b>	May half term	May half term	May half term

<b>Reply to the letter or email:</b>	Within 2 weeks to accept a place (or ask why you did not get a place). You can call, email or write to the school.	Within 2 weeks to accept a place (or ask why you did not get a place). You can call, email or write to the school.	Within 2 weeks to accept a place (or ask why you did not get a place). You can call, email or write to the school.
<b>Start at Nursery</b> (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

## 15. Published Nursery Admissions Number (PNAN)

- 15.1.** 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 Devon 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.
- 15.2.** 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.
- 15.3.** 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.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN) for academic year 2021-22.

<b>The maximum number of 3 and 4-year-old children that will be admitted at any one time:</b>	30
<b>The maximum number of 2-year-old children that will be admitted at any one time:</b>	0
<b>The maximum number of 2,3 and 4-year-old children that will be admitted at any one time:</b>	30



- 15.5.** 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:

A child with an Education, Health and Care Plan naming the school will be admitted.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children with an exceptional medical or social need to attend this nursery.
3. Children who live in the designated area and are eligible for two-year-old funding.

These parents will have a Golden Ticket. Those that do not have Golden Tickets can check their eligibility through the [Citizens Portal](#).

4. Children who live in the school's designated area who have a sibling at the school.
5. All other children who live in the designated area.
6. Children who live outside of the designated area with a sibling at the school.
7. Children who live outside the designated area who are eligible for the early years funding for two-year-olds.
8. Other children.

## 16. Waiting lists

- 16.1.** 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.
- 16.2.** 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.

## 17. Increasing the hours attended

- 17.1. 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. 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.

## 18. Admissions appeals

- 18.1. If a nursery place is refused, parents can go through the school's complaints process to express their concerns. This can be found on the school website. 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.

## 19. Transport

- 19.1. No transport is available for nursery children.

## 20. Uniform

- 20.1. Children attending Willowbrook School are not expected to wear a uniform.

## 21. Claiming the Early Years Education Funding

- 21.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.
- 21.4. If you are in receipt of certain benefits your child could benefit from:
- a **Free School Meal** (any age if they attend both before and after the lunch time period)
  - support through Early Years Pupil Premium funding (three- and four-year olds only)
  - if your child is three or four and receives Disability Living Allowance (DLA) the nursery could get extra money to meet your child's needs.

## 22. Changes to attendance

**22.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term and must be applied for using the school paperwork which is available from the school office. 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

**22.2.** 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.

## 23. Induction and transition arrangements for starting nursery

**23.1.** To ensure that the children have a smooth transition into nursery, we run settling sessions and do home visits. These occur in the term before the child starts nursery apart from September starters who have a home visit at the start of the autumn term. All induction and transition is mindful of current safe practice in regard to Covid-19. Parents are kept up to date of any changes via email.

## 24. Contacts and further information

<b>Headteacher</b>	<b>Molly Marlow</b>
<b>E-mail:</b>	admin@willowbrook.devon.sch.uk
<b>Telephone:</b>	01392 466208
<b>Website:</b>	<a href="https://www.willowbrook.devon.sch.uk/">https://www.willowbrook.devon.sch.uk/</a>