



POCKLINGTON CE (VC) INFANT SCHOOL

Nursery Admission Policy

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Introduction

Local authorities are required to ensure that all eligible two, three and four year old children are able to access their statutory entitlement to early education. This can be provided by local authorities through nursery schools, schools with nursery classes or alternatively, by the private, voluntary and independent sector.

The admission of children with an Education, Health and Care plan is covered by different admission regulations. Where a school has been named, a place should be allocated for these children before considering other applications.

The admission arrangements for nurseries are not monitored or co-ordinated by the local authority. All applications will be considered by each school individually. All admissions related responsibilities for community and voluntary controlled schools in the East Riding are delegated to those schools and governing bodies for the purposes of admission of children before the reception year.

The age range for Pocklington Infant School is term after the child turns 3 until 7. If changes to the school's age range are proposed in the future, the governing body, in collaboration with the local authority, will follow the process required by the Department for Education.

Eligibility for Early Education

Three and Four Year Old Early Education – All children are entitled to 570 hours of early education per annum over a minimum of 38 weeks from the relevant date until they reach statutory school age. In schools, this is 15 hours per week.

Some children are entitled to 1140 hours of early education per annum over a minimum of 38 weeks from the relevant date until they reach statutory school age. In schools, this is 30 hours per week.

Full details of the eligibility criteria can be found here

<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

Definitions

Statutory School Age – A child normally reaches compulsory school age at the start of the term following their fifth birthday.

For the purposes of this provision, the relevant dates are

- Children born in the period 1st January to 31st March: the start of term beginning on or following 1st April after the child's fifth birthday;
- Children born in the period 1st April to 31st August: the start of term beginning on or following 1st September after the child's fifth birthday;
- Children born in the period 1st September to 31st December: the start of term beginning on or following 1st January after the child's fifth birthday.

Looked after Children – A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services Department.

Previously Looked after Children - Children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. An 'adopted child' is a child adopted under the Adoption and Children Act 2002 or Adoption Act 1976. A 'child arrangements order' is an order made under the terms of the Children and Families

Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Child's Residence - Children are normally deemed to be resident with their parents, or those with parental responsibility and evidence may be required to confirm home address. Where a child spends time at two different homes, the one where the child spends the majority of nursery school nights will be used for application purposes.

Appropriate Professional - GP, Consultant, Educational Psychologist, Portage Worker, Speech & Language Therapist etc.

Catchment Area - The nursery catchment area is the same as that for the school to which it is attached. Information about catchment areas can be obtained from the School Admissions team or from the school.

Siblings – It is the responsibility of parents / carers to include with their application the name of any sibling(s) for consideration under the oversubscription criteria.

We define siblings as brothers or sisters living in the same family unit at the same address as their primary place of residence. This includes half-, step- and foster- brothers or sisters at the same address, but does not include full-, half-, step- and foster- brothers or sisters living at different addresses as their primary place of residence. A family unit consists of children and their parents, carers or guardians. Parents, carers or guardians includes any person who is the birth parent, or a person with full parental responsibility, special guardianship or who has care of that child.

Admission Arrangements

East Riding of Yorkshire Council wishes to promote early education for eligible three and four year old children throughout the authority and ensure that it meets the statutory requirements set out in statutory guidance. Headteachers of nursery provision must accept for consideration any applications from families with pre-statutory school age children (the term after they turn 3). All applications received must be considered in the light of the School's Nursery Admissions Arrangements, Provider Agreement and any other guidance issued by the council.

The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at nursery provision does not give a child any priority within the admission arrangements for admission to the Reception year at that primary school, even though the nursery provision is run by the school itself.

Applications

Applications for places in nursery provision will be administered by individual schools and places will be offered up until the nursery provision has reached the number of places it can maintain in the relevant year / term. Applications should be made using the form in Appendix 1.

Allocation of Places

If, at the application deadline date,

- For September entry - deadline date is April 30th (Parents / carers are informed if their child has a place after May half term)
- For January entry - deadline date is September 30th (Parents / carers are informed if their child has a place after October half term)
- For April entry (after Easter holiday) - deadline date is January 30th (Parents / carers are informed if their child has a place after February half term, subject to capacity / sessions available, please note you may not be offered the exact sessions requested).

Any additional hours will initially be made available to existing Nursery pupils.

If there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the over-subscription criteria.

Criteria to be used in the event of oversubscription

If, at the application deadline, there are more applications than there are places available, then places will be offered in accordance with the following criteria until the nursery provision is full.

- **Criterion 1:** Places will first be given to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

It is the responsibility of parents / carers or the relevant social care professional, to include with their application any details or documents that would allow the nursery provision to consider the relevance of Criterion 1, for example by providing the name of the relevant care authority and or copies of the relevant orders.

- **Criterion 2:** Children who do not have an Education Health and Care Plan, but have identified special educational needs or significant social, medical or developmental needs and are supported by the local authority.

To be given priority on this basis, the nursery provision would have to be satisfied that the child's needs were such that the nursery provision would be the most suitable provision for the child. Parents / carers are advised to provide as much evidence and supporting information as may be relevant to the decision maker to provide an assessment as to the suitability of this criterion for their child. This may include professional supporting evidence, in writing, from a doctor, specialist, health professional, social worker or other appropriate professional (as appropriate) setting out:

The relevant needs

- *How those needs would affect the child's education or ability to get to the nursery provision; and*
- *The particular reasons why the nursery provision would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to enter another setting*

The nursery provision may liaise with any third parties as they may deem appropriate in making their assessment and may seek the advice of any relevant Local Authority officer in reaching its decision.

- **Criterion 3:** Children starting school in September (N2s) will be prioritised over children starting school the following year (N1s). This will only be applicable for January and April intakes.
- **Criterion 4:** Children with a member of staff working at the school

- **Criterion 5:** Places will next be given to children who have a sibling attending the school at the time of admission.
- **Criterion 6:** Children resident in the catchment area of the nursery provision. For the purposes of this policy, the nursery provision's catchment area is the same as that for the school.
- **Criterion 7:** Applications are kept in date order of receipt and will be used to prioritise the offer of a place if needed (applications will be date stamped upon receipt).

Where random allocation may be required

Random allocation of a place at the nursery provision may be necessary in circumstances where there is more than one child ranked equally according to the admission arrangements and there are insufficient places available to allocate places to all of the equally ranked children.

This could occur either in the process of normal admission when first allocating places, from a waiting list, or in the course of in-year admission applications.

Each time the random allocation protocol is required, the random outcome only applies for the allocation of the currently available nursery provision place(s) that is (are) under consideration.

On any waiting list that remains after the random allocation exercise, the remaining pupils remain equally ranked and any further place that comes to be available and / or free to be offered will be the result of a further random allocation exercise.

In undertaking the random allocation exercise, it is important that there is scrutiny from a person who is not involved otherwise in the allocation of school places with limited knowledge of the circumstances of the pupils included in the random allocation exercise – the Independent Scrutineer. The exercise should be carried out by the Headteacher, or a nominated colleague where the Headteacher is unavailable.

The exercise is to be carried out in the sight of, and under the scrutiny of, the Independent Scrutineer who shall be free to vary the location and timing of the random allocation exercise.

First - the Headteacher prepares as many equal sized pieces of white paper as there are children included in the exercise. These are numbered uniquely from 1 upwards, in whole numbers, to the number of pupils included in the exercise, e.g., for ten pupils, from one, to ten.

Second - the Headteacher folds each now numbered piece of paper and seals them in identical envelopes that have no visibly identifiable differences and are not transparent.

Third - the Headteacher allocates each pupil to be included in the exercise one of the unique whole numbers and records it along with their full name on the 'random allocation cross reference sheet.' This reference sheet is then placed in a separate sealed envelope that is labelled 'reference sheet.'

Fourth - the Headteacher shuffles the unmarked identical envelopes and hands them to the Drawer to select an envelope randomly. Upon receiving the envelopes, the Drawer shuffles them again, selects one envelope and opens it.

The Headteacher records the first number drawn on the 'random allocation record sheet.'

If more than one place is to be allocated through random allocation, the Drawer would continue to draw envelopes and the Headteacher would continue to record numbers until all of the available places have been randomly allocated.

The Headteacher then opens the previously sealed envelope containing the 'random allocation cross reference sheet' and records the numbers drawn on the 'random allocation cross reference sheet,' marking clearly which child(ren) has (have) been allocated a place and which have not.

Once the process has been completed, the Headteacher, Independent Scrutineer and Drawer who selected the sealed envelope(s) should sign and date both the 'random allocation record sheet' and the 'random allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

Flexibility of Hours

In line with current government guidance, our nursery session structure is outlined below.

Funded nursery hours are delivered within the following session times:

- **Morning session:** 9:15am – 12:15pm
- **Afternoon session:** 12:15pm – 3:15pm

To support children in settling well and gaining the most from their early learning experiences, our **preferred attendance pattern is a minimum of 15 hours per week**. This consistency helps children to build routines, develop relationships and fully engage with the curriculum.

Where possible, we ask that these 15 hours are taken either at the **beginning or end of the week**, as follows:

15-Hour Provision Options;

Option 1 – Beginning of the Week

- Monday: 9:15am – 3:15pm (6 hours)
- Tuesday: 9:15am – 3:15pm (6 hours)
- Wednesday morning: 9:15am – 12:15pm (3 hours)

Option 2 – End of the Week

- Wednesday afternoon: 12:15pm – 3:15pm (3 hours)
- Thursday: 9:15am – 3:15pm (6 hours)
- Friday: 9:15am – 3:15pm (6 hours)

30-Hour Provision

If your child is eligible for **30 hours funded childcare**, or you wish to pay for additional hours, they may attend **full days (9:15am – 3:15pm)** across the week, subject to availability.

Alternative Attendance Patterns

We recognise that some families may require different arrangements. If you would like your child to attend:

- Fewer than 15 hours, or
- A different pattern to those outlined above

Please indicate this on your application form. We will then contact you to discuss your request and will do our best to accommodate this, where possible.

Agreement of Attendance Pattern

Your child's attendance pattern, including any additional sessions or early drop-off arrangements, must be **agreed at the beginning of each term**. This enables us to ensure appropriate staffing, maintain consistency for children and provide the highest quality provision.

Additional Charges;

Early Drop-Off

An earlier start time of **8:45am** (in line with the main school day) is available at an additional cost of **£5 per day**.

If you wish to make any amendments to your child's **early drop off sessions** once the term has started, a **minimum of one week's notice** must be provided. All changes are subject to availability.

School Lunch

If you would like your child to have a **school lunch**, this is available at a cost of **£3 per day**. Alternatively, children may bring a **packed lunch from home**

Please note:

- Lunch takes place during the **morning session**
- Children attending an **afternoon-only session** should have eaten lunch prior to arrival

Additional Sessions - One session is 3 hours

If you would like your child to attend additional sessions beyond their funded 15 hours (where applicable), this will be charged at **£22.50 per additional session** (3 hours am or pm) or **£45.00 per additional full day (6 hours)**

Absence and Fees

Please note that **fees remain payable in the event of absence**, including illness or holidays.

Attendance at more than one setting

Parents may choose to access their entitlement of their hours of early education at up to two settings. More than two settings will only be approved in very exceptional circumstances. Where parents wish to access their entitlement at another setting as well as a nursery provision, this can be at a private, voluntary or independent setting, or at another maintained nursery / school based nursery. The entitled hours cannot be split between nursery provision and a reception class. When considering applications, schools cannot refuse to offer a place on the basis that a parent wishes to access their entitlement at more than one provider. Once a place has been offered, a school cannot withdraw a place if a parent does not wish to access their full entitlement at the school but wishes to share it with another provider. Where a child receives their entitlement at more than one setting, each provider will receive funding on a pro-rata basis, with a school receiving the funding first. Any remaining hours entitlement will then be paid to the other provider.

Notice Period

A parent and the setting must give four weeks' notice if either party wishes to end the funded early education agreement, unless there is a breach of the policies, procedures, terms or conditions to

funded hours only. In all cases the Families Information Service Hub must be informed of any instances.

Duration and Transfer to Full Time Education

Once admitted to nursery provision, children may stay until they transfer to the reception year. The transfer may take place in the September of the academic year in which the child reaches five years of age or may be delayed if the parent wishes until a later date. Children must transfer to a Reception or a Year 1 class once they reach statutory school age. Admission to nursery provision in a school does not guarantee admission to the reception year and a separate application must be made by the parent through the Council's normal admission arrangements which can be accessed here [School places and admissions \(eastriding.gov.uk\)](https://www.eastriding.gov.uk/school-places-and-admissions)

1. Number of Places -
The number of children that a school can admit to its nursery provision is determined by the physical space that it has available and the staff to children ratio. Each school will determine the maximum number of children that it can admit to any of its sessions and may admit up to this number.
2. Children with Special Educational Needs and Disabilities -
Children with special educational needs must be treated no less favourably in the allocation of places. Support and advice is available to schools to ensure that children with special educational needs can access their statutory entitlement. The admission of children with an Education, Health and Care plan may be covered by different admission regulations. Where the nursery provision has been named, a place will be allocated for these children before considering other applications.
3. Siblings -
If there are insufficient places available to accommodate all siblings in the same year group, the admission limit cannot be exceeded to accommodate all of these siblings unless additional space and / or staffing is provided. The parent will be asked to nominate which sibling(s) they wish to attend the nursery provision and the remaining sibling(s) will be placed on the waiting list.
4. In-Year Applications -
In-year applications for a place in the nursery provision part way through a term will be considered by the headteacher. If a place is available, the place will be offered. If a place is not available, the child will be placed on the waiting list.
5. Waiting Lists -
When the nursery provision is full, a waiting list will be established in the over-subscription priority order. Children will be entered on the waiting list in the same priority order. Should a place become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order. The nursery provision must inform parents of children on the waiting list that they can access their entitlement at an alternative provider. Parents will be contacted regularly to discuss their child's position on the waiting list and whether a place can be allocated or, if not, whether they wish to remain on the waiting list for the forthcoming term.
6. Refusal of Admission and Appeals -
A child may be refused admission only if the nursery provision has reached the number of places available, or the child is not of the appropriate age, or the nursery provision is unable to meet the needs of the child. The strict statutory criteria governing adult to child ratios

mean that it is not possible to appeal against a decision not to allocate a place at the nursery provision. If a parent / carer is dissatisfied with the way in which their application for a place has been considered, they should follow the complaints procedure as detailed on the nursery provision's website.

7. Withdrawal of offers of nursery provision places -
Applicants are strongly urged to complete their applications as accurately and fully as possible. Pupils can not start in Nursery unless the school has received fully completed application forms, and the school office has seen a birth certificate.

Where an offer of a place in the nursery provision has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then the nursery provision is able to withdraw the place and consider the application afresh.