



*Nursery Admissions Policy
September 2023*

Review Date September 2024

Statement of intent

Lanesfield Primary School operates a nursery for three and four year olds. Our Nursery aims to provide a high quality experience for children that supports a smooth transition into the Reception year. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

Three and Four Year Olds

The Local Authority (LA) is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined.

Children are eligible for free childcare from the relevant dates (outlined below) up until the beginning of the term following their fifth birthday.

With regards to the age criteria, pupils will be eligible as follows:

Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday

Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday

Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

The school can accommodate a maximum of 36 nursery children.

Nursery children are offered three hours of free childcare daily:

Either Mornings - 8:30-11:30am

Or Afternoons - 12:30-3:30pm

30 Hour Free Childcare

The school offers a limited number of 30 hours' free childcare places as an extension to the universal 15 hours' free childcare.

Eligibility criteria:

Your eligibility depends on:

- if you're working (employed, self-employed, or both)
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

Go to: <https://www.gov.uk/30-hours-free-childcare> to see if you are eligible and apply.

If you are eligible, you will be given a 30-hours free code. This will be requested by the school upon application for a funded 30-hour Nursery place.

Waiting List

Parents may register their interest in a place at the nursery at any time following their child's birth, by contacting the school office. The child's birth certificate will be required as proof of their date of birth. These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child. Applications are stored in the order that they are received by the school.

Offering Places

The main point of entry to the nursery will be in September each year. Places for the September entry will be offered during the preceding Summer term to children who will be three by 31st August of that year. If there are more children on the waiting list than places available, the oversubscription criteria will be implemented.

Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 4 weeks of making the offer, the place may be offered to another child on the waiting list.

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age (3). Offers for these places will be made at the end of the Autumn and Spring terms, in line with the criteria.

Oversubscription Criteria for Three and Four Year Olds

1. Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
2. Children who are on the Child Protection Register and live in the normal area served by the school.
3. Children who have siblings of compulsory school age attending the school at the time of admission.
4. Children where there is outside agency involvement and live in the normal catchment area served by the school.
5. Children from the normal catchment area of the school.

6. Children from the wider area of the school.

If there are more children within a category than there are places available, places will be allocated in the order in which applications were received.

Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn - these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within four weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

Admission to Reception

Children who attend the Nursery **do not** have an automatic place in the Reception classes at Lanesfield Primary School and should apply through Wolverhampton City Council central admissions. The application period for reception admissions is normally during the Autumn term following the child's 3rd birthday. It is the responsibility of the parents to apply for a school place. See the School Admission Policy for more details.

Transition Arrangements

Lanesfield Primary School aim to ensure a smooth transition between Nurseries, or between Nursery and Reception class, whichever nursery or school the child attends. Parents are invited to visit the school/nursery prior to the transition.

Nursery children and their parents will be invited to visit the nursery during the term before they start.

Reception children will be invited to attend transition visits with their class teacher during the summer term.

A story book displaying aspects of the school is used to prepare children for their transition.

During the Summer term, Reception teachers from the primary schools to which the children will transfer come in to meet with the children.

During the visit, the child's teacher provides them with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved.

Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

Data Protection

All personal data will be held in line with the DDAT Data Protection Policy and Privacy/Fair Processing Notice. For more information, please visit the school website:

<https://www.lanesfieldprimary.co.uk/school-policies>