**TREWIRGIE INFANTS’ & NURSERY SCHOOL**

**NURSERY ADMISSIONS POLICY**

**(INC FLEXIBLE ENTITLEMENT)**

**2019/2020**

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**APPROVED BY THE GOVERNING BOARD**

**On**

# The Ethos of Trewirgie Infants’ & Nursery School

* 1. Everybody Matters

# Early Years Education Funding for two-, three- and four-year-olds

* 1. All three- and four-year-olds are entitled to a free early years education place for 1140 hours a year over no fewer than 38 weeks of the year.
	2. We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours. If the Nursery is at capacity only the lunch time hours and 3.30 – 5.30pm sessions will be available as additional hours to buy. The minimum amount of funded time in a day is 3 hours and the maximum is 9 hours. The minimum amount of funded hours per week will be 15.

# Admissions to the nursery

* 1. Trewirgie Infants’ & Nursery School admits:
* Early Years Education 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 (non-funded spaces will only be offered if the nursery is not at capacity).

# Patterns of attendance available

* 1. We are required to offer the Early Years Education Funding in a flexible way. Our school makes a core offer of:
* Morning sessions of 8.30am to 11.30am
* Lunchtime session of 11.30 – 12.30
* Afternoon sessions of 12.30pm to 3.30pm
* Late Afternoon session of 3.30 – 5.30

# Charging

* 1. There is no charge for applying for a nursery 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.
	2. Details about buying additional sessions 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.
	3. Additional sessions will be charged at £3.50 per hour. This will need to be paid half termly in advance. A half terms notice will be required for any changes.

# Childcare Vouchers (Tax free childcare)

* 1. Our school accepts childcare vouchers. If your employer has a voucher scheme please come to the school office to discuss your requirements (soon to be replaced by tax free childcare system).

# School Lunches

* 1. If a child attends the lunchtime session, parents will be expected to provide a packed lunch.

# Visiting

* 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 Trewirgie Infants’ & Nursery School, you should contact the school to make an appointment.
	2. 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.

# How to apply for a nursery place

* 1. **Parents must complete the School Nursery Registration Form and return it to the school**.

# Information provided in an application

* 1. We would like all applications to be fully 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 before admission.
	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.
	3. You will be asked to provide date of birth evidence so we can check your child’s age.

# What happens next

* 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 in 13.3 below.
	2. We will contact successful parents to welcome them to the school 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.
	3. If you need help finding a place at another provider please contact the Family Information Service or search for childcare online.

# Points of Admission to nursery for funded hours

* 1. Generally children will start at nursery at the beginning of a term. Eligibility for the Early Years Education Funding for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday.

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| **Children can start in the Nursery on the following dates** |
| **Child’s birthday** | **Term** | **Start date** |
| 1 September to 31 December | Spring | January |
| 1 January to 31 March | Summer | April |
| 1 April to 31 August | Autumn | September |

# Published Nursery Admissions Number (PNAN)

* 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.
	2. Published Nursery Admissions Number (PNAN) for 2019/20 is 60 (a maximum of 30 pupils in each session).
	3. Where the number of applications exceeds the number of places available in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and non-funded hours:
		1. Children in care and children who were in care, but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.
		2. Children who at the closing date for application live within the catchment area, whose parents have requested a place at the school and who at the time of admission will have a brother or sister attending Trewirgie Infants’ & Nursery School or Trewirgie Junior School.
		3. Children who at the closing date for application live outside the catchment area, whose parents have requested a place at the school and who at the time of admission will have a brother or sister attending Trewirgie Infants’ & Nursery School or Trewirgie Junior School.
		4. Children attending Trewirgie Infants’ Nursery at the closing date for applications and whose parents have requested a place.
		5. Children who at the closing date for application live within the catchment area, whose parents have requested a place at the school.
		6. Children who at the closing date for application live outside the catchment area, whose parents have requested a place at the school.
	4. **DEFINITIONS** Throughout this document the following definitions apply:

**‘Parent’**

As detailed within section 576 of the Education Act 1996 defines ‘parent’ to include:

All natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person: and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child’s natural parent can acquire parental responsibility.

**‘Brothers or Sisters –sibling connection’**

For admissions purposes the school considers the following a sibling:

A brother or sister who share the same parents

A half brother or sister, where two children share one common parent

A step brother or step sister, where two children are related by a parents’ marriage

Adopted or fostered children living in the same household under the terms of a child arrangement order.

 The school does not consider these as siblings:

Cousins or other family relationships not included above.

Siblings who will not be registered at either Trewirgie Infants & Nursery or Trewirgie Junior School at the 1st of September each year.

**‘Children in care’**

A ‘child in care’ is also referred to as a ‘looked after child’ and is a child who is (a) in the care of a Local Authority(LA), or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A ‘child arrangement order’ is an order settling the arrangements to be made as to the person with whom the child lives under section 8 of the Children Act 1989. 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).

**‘Home Address’**

The child’s permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the admissions form. If a child’s parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken as the place of residence. Addresses of relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum six months tenancy agreement from date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child’s permanent place of residence will be taken as the address shown on the Child Benefit letter. Places cannot be allocated on the basis of intended future changes of address, unless house moves have been confirmed through the exchange of contracts, or the signing of a formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available.

**‘Catchment Area’:** A geographical area designated by the LA.

Details of the schools defined catchment area will be placed on the schools website, obtained from the school office or by contacting the LA admission team.

# Waiting lists

* 1. Following 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. It is possible that a child’s name could go down on a list as well as up.
	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.
	3. Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a [School Nursery Application form](https://devoncc.sharepoint.com/sites/PublicDocs/Education/_layouts/15/guestaccess.aspx?guestaccesstoken=QJJFfpIYCBOh5K6zvE%2bCKu25mTbnYCwCM%2fyZUrIk1Yk%3d&docid=0b594157e924f4614a65358482d2ae17f).

# Increasing the hours attended

15.1 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.

# Admissions appeals

* 1. If a nursery place is refused, parents can go through the schools complaints process to express their concerns. 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.

# Transport

* 1. No transport is available for pre-school children.

# Uniform

* 1. Children attending are not expected to wear a uniform but some choose to do so. Some of the items required can be purchased from us and the rest of the uniform can be bought from Trophy Textiles. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the nursery is optional.

# Claiming the Early Years Education Funding

* 1. The minimum 15 funded hours required must be taken at our Nursery and cannot be split with another provider.

# Contacts and further information

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| **Headteacher****Mrs P J Sharpe** | **E-mail:** | secretary@trewirgie-inf.cornwall.sch.uk |
| **Telephone:** | 01209 216111 |
| **Website:** | www.trewirgie-inf.cornwall.sch.uk |

# Policy Version

* 1. This policy was determined by the governing body on