

# Nursery Admission Policy Arrangements

The Governing Body/Academy trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to Nursery classes.

In setting your policy you are advised to have regard to the principles outlined in the following:

**Department for Education: School Admissions Code**

[School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-admissions-code)

**Equality Act 2010**

[Equality Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/15)

**Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Three and Four Year Olds**

[Early education and childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/early-education-and-childcare)

The two paragraphs below are from the School Admissions Code. Whilst this code does not apply to nursery admissions, they are useful for you to consider when writing your nursery admissions policy. They show the principles of the admission arrangements and oversubscription criteria of school admissions:

*In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.*

*Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child. Admission arrangements **must** include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.*

**Guidance on writing your nursery admissions arrangements and oversubscription criteria**

You may wish to make it clear that attendance in your nursery class does not guarantee a place in the reception class of your school.

**Consider including:**

**The age range at your nursery:**

Remember if you admit children who are not yet 2 years old, the school will have to be registered on The Early Years Register.

[Early years and childcare registration - GOV.UK \(www.gov.uk\)](https://www.gov.uk/early-years-and-childcare-registration)

**The sessions you offer:**

Aim to offer early learning and care in a flexible way which supports Suffolk County Council's duty to secure sufficient childcare place for working parents or parents preparing to work through education or training (Childcare Act 2006)

**How flexible you are when offering the free entitlement:**

This is for you to decide and must be within the guidelines set out for the Local Authority as outlined below

[Early education and childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/early-education-and-childcare)

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To secure flexible delivery, local authorities **should**:

A2 - Fund providers to deliver early education places at times and in patterns that support parents to maximise the use of their child's place.

A2.4 - Encourage providers to offer flexible packages of early education, subject to the following standards:

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the OfSTED early years register)
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

## **Purchased hours:**

Add any details about purchased hours. Reference your charging policy which should make it clear how parents can access their child's free entitlement free of charge without conditions of access.

## **Lunchtime provision:**

Is your offer part of the Early Years Entitlement or do parents need to purchase these hours?

## **Points of Admission:**

Children become eligible for 2 year old funding from the start of the term following a child's second birthday, as long as they meet the eligibility criteria. You can find the full 2 year old eligibility criteria on the Suffolk County Council website [Funded early education for 2-year-olds - Suffolk County Council](#)

All 3 and 4 years olds become eligible for Early Education Funding from the start of the term following their third birthday.

<b>Birthday</b>	<b>Free early education from beginning of</b>
01 September to 31 December	Spring Term (after Christmas holiday)
01 January to 31 March	Summer Term (after Easter holiday)
01 April to 31 August	Autumn Term (after Summer holiday)

## **Key dates your parents need to know about, for example:**

- Nursery open days
- When parents will hear whether their application to your nursery has been successful

## **Number of Places at your nursery, for example:**

- *The number of children that can be admitted to our nursery will depend on a number of things including how many children already attend our nursery, their ages, the amount of floor space we have and the staffing ratios we must have*
- *The Governors also consider the local demand for places and the age ranges of the children wanting a place. If there is unexpectedly high demand we will let Suffolk Early Years and Childcare Service know and work with them to support parents to find places in the locality for their children*
- *If there is an increase in the demand for places the Governors may decide it is possible to increase the number of nursery places at the start of the following term in order to accommodate children on the waiting list or to reduce the places if there is a very low demand*
- *Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer*
- *If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child*
- *Sometimes there are fewer places than the number of children wanting them, if this happens, we use these oversubscription criteria to help us decide who will be offered places*

## **Oversubscription criteria:**

If there are more applications than places available the school will need to decide on an outline the criteria they will use when deciding which children they will allocate places to. These should be written in a way that is easy to understand by parents, and should be fair, transparent and straightforward to implement. You may wish to consider the following (bulleted below) when deciding on your oversubscription criteria and the order in which you apply them.

- Children aged three or four years old who have an Education, Health and Care plan which names your school nursery must be offered a place
- Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after)
- Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified
- Children wanting to take their full funded entitlement with you
- Siblings
- Date of birth- for example you may choose to allocate places in each school year group in date of birth order (oldest to youngest)
- Children who are **ordinarily resident** in the catchment area
- Children also wanting to purchase hours in addition to their funded entitlement
- Children who are already in your provision and wish to extend their hours with you
- Children of UK service personnel
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers

## **Oversubscription criteria:**

You may wish to use/adapt these notes to add clarification to your oversubscription criteria.

## **Previously looked after children:**

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

## **Siblings:**

Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

## **Twins, triplets and other multiple births:**

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

## **Ordinarily resident:**

By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at

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which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

**Distance from the school:**

If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and the school. Schools will need to consider how they will measure this. For example, "If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by xxx. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School. In the event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn.

**Children of UK service personnel (UK Armed Forces):**

The school nursery supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quartering area address.

**Children of Gypsies, Roma, Travellers, refugees and asylum seekers:**

We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our nursery if that is deemed to be the best way to meet the needs of the child and family.

**Tie Break:**

If it is not possible distinguish between applicants in a particular category (a tie break), schools will need to consider how they will resolve this e.g. there will be a random ballot.

**Waiting lists:**

Schools will need to consider if and how they operate waiting lists.