



# Carfield Primary School

## Nursery Admissions Policy and Procedure 2024-25

Date Reviewed	Reviewed by	Approved by (Governor Committee)	Next Review
November 2022	Liz Smith	Sarah Hutchinson	September 2023
September 2023	Hannan Mohammed	Andy Wynne	September 2024
September 2024	Hannan Mohammed		September 2025

Our aim is to ensure that all nursery places are allocated fairly and in line with Sheffield City Council Equal Opportunities policy. Where possible, we endeavour to meet parent/carer requests. We currently offer 15 hours Free Early Learning **FEL** which can be done as two and a half days a week with a minimum of one full day a week where children can access nursery. We are now able to offer a **limited** number of nursery places that can be used for parents to access up to 30 hours of FEL funded places or pay for extra sessions to make full days, or use the 15 hours of universal FEL funding over 2.5 days.

A full day is 6 hours and 50 mins to enable nursery to open and close in line with the rest of our school. We only run for 38 weeks a year.

Where allocation of a place is not possible we aim to provide information of other local provisions and services. Other professionals working with and supporting families will be informed of decisions regarding places allocated in line with HM Government's Information Sharing guidance.

### **Application Process**

- Under normal circumstances a parent or carer wishing to apply for a nursery place will need to complete an application form. In situations where the parent / carer is unable to come into school, an application form can be sent direct to their home or information given over the phone or may be taken for completion by an external agency worker (e.g. Health visitor/Social worker), in conjunction with the parent.
- If the application is to be supported by an outside agency, the parent/carer should be asked to request a letter of support or CAF where possible. If they are unable to do so, the letter of support or CAF should be requested by the Nursery staff in writing, as soon as possible.
- We admit children three times a year. September, January and at Easter (March/April).

### **Waiting List**

- Children will have their name entered on the waiting list in date of birth order.
- Children who are offered a place should be removed from the waiting list on confirmation of acceptance of the place or on receipt of information that the place is no longer required.
- Letters of support and CAF forms for applications should be placed and indexed in the children's file with written acknowledgement on the application form. Letters of support and CAF forms arriving prior to an application being made should also be placed in the children's file.

### **Preparation for the Allocation of Places**

- In order to allow time for the allocation process and to minimise the time between children leaving the Nursery and new children starting, the date for an allocation should be set at least 6 weeks before the date of the children leaving or of places becoming available.
- The number and make-up of places left vacant by children starting school should be calculated prior to the allocation meeting.

### **The allocation of places**

- Children are eligible to access their **FEL** place from the start of the term after their third birthday. Once eligible, subject to availability of a place, children can start at the beginning of, or during any of the three school terms (Autumn \ Spring \ Summer).
- **ALL** 3YR/4YR FEL places are allocated in date of birth order.
- Each relevant application should be discussed prior to a decisions being made. The suitability of the nursery and the ability of staff to meet the individual child's and family's needs must be taken into consideration.
- Some primary school catchment areas do not have any maintained nursery provision; therefore catchment areas will not be considered as criteria for admitting children, although priority will go to children living within the Sheffield local authority boundary (over children living in other local authority

areas). This will prevent a child from being disadvantaged in finding provision if they live in a primary school catchment area without any, or with only limited provision offering the free early learning.

- If, at the application deadline date, 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, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

### ***Oversubscription Criteria***

The following is the order of priority in which applications will be considered if the provider is oversubscribed. Priority is proposed in order to support childcare for those in greatest need when the demand for places outstrips the places available:

1. Looked After Children and previously Looked After Children\*
2. Special Educational Need or Disability (SEND)
3. Vulnerable children
4. Parent with exceptional need
5. Sibling at the same setting or school attached to the setting
6. Age of child – oldest to youngest
7. Proximity to the setting
8. No local alternative
9. Taking whole of Universal Entitlement (up to 15 hours a week)
10. Taking whole of Extended Entitlement (up to 30 hours a week)
11. Paying for additional services/consumables
12. Paying for additional hours of childcare

See Appendix 2 for definitions and supporting notes for terms 1-5.

\*The priority for children who are in care is mandatory under the FEL Code of Practice.

- We would also expect children with Special Educational Needs or a Disability to be given priority and for settings to access the available support and training to deliver that service effectively. Please see Appendix 3 for links to the Equality Act 2010 and Special Educational Needs and Disability (SEND) Code of Practice 0-25 (2015).

### **Offers of places**

- Letters should be sent to parents/carers offering places ASAP after the allocation meeting. The letters must clearly contain the following information: -
  - School name, address and telephone number
  - Name of child
  - Session offered morning or afternoon
  - Date to reply by
  - Open morning or afternoon date
  - Visit date
  - Parents evening meeting date
  - Parents will be given an admission pack to complete when they attend an open morning / afternoon and will be asked to bring the child's birth certificate when the child starts nursery
- A date to reply by needs to give parents adequate time to respond, at the same time as not prolonging the process over duly.
- If parents have not replied by the directed date the places will be allocated to the next child on the waiting list.

- Acceptances and non-acceptances should be recorded and passed to nursery teacher.
- There will be a visit day at the beginning of the autumn and spring term where existing children do not attend. The second visit day will be the child's start date. A maximum of two visits is advisable to avoid excessive disruption to the remainder of the children.
- A key person will be allocated by the nursery teacher to each child.
- Any places not taken up should be reallocated to those remaining on the waiting list.

The allocation process should be completed in as short a period of time as possible giving consideration to a variety of constraints, in order to maintain an optimum use of nursery places with the maximum of efficiency.

Children's admission and attendance at our nursery does not influence their chance of obtaining a place in the Foundation 2 class. All parents have to apply for a place in school in line with the Local Authority procedure.

### ***Services Available At Carfield - options***

1. Universal FEL for 3&4 year olds.
2. Extended FEL (30 hours) can be taken as 5 full days. With a cost of 5 lunch times.

Note: Extended FEL, aka "30 Hours", for 3&4 year olds is subject to eligibility, code issued by HMRC. Please speak to nursery or school office staff to check for this.

### ***Charges***

There is a separate charging policy in place. Please refer to the charging and remission policy. Parents will be charged £4 for each lunch session that each child stays for. A full day of nursery is charged at £34 and half day is charged at £16.

### ***Attendance***

Once a child has been allocated a place in nursery we expect that they attend regularly. We understand that children starting nursery can have a number of absences through illness. We expect you to ring school and let us know the reason for any absences in line with the school attendance policy. If a child's attendance regularly falls below 95% we will arrange a meeting to discuss this. We may decide to withdraw your child's nursery provision if we are not informed of the circumstances and offer the place to the next person on the waiting list.

### ***Notice of change of provision***

If you want or need to make any changes to any of your provision you will need to give school 4 week's written notice.

### **Appendix 1: Example breakdown of charges for parents/carers**

	Options available		
15 hours Funded Early Learning (Universal offer)	17 hours taken within the week.	30 hours a week Funded Early Learning (Universal offer plus Extended Entitlement)	35 hours a week: Funded Early Learning
Subject to availability - places will be allocated according to our admissions policy.	Subject to availability - places will be allocated according to our admissions policy.	Subject to availability - places will be allocated according to our admissions policy.	Subject to availability - places will be allocated according to our admissions policy.

### **Appendix 2: Oversubscription Criteria: supporting notes**

**Looked After Children:** This includes children who are currently in care and children who were previously in care but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

All children in this category are given equal status by the Local Authority regardless of their current circumstance.

**Special Educational Need or Disability (SEND):** This includes children with an Education Health Care Plan (EHC) or children in receipt of Disability Living Allowance (DLA).

**Vulnerable children:** Children who are subject of a recognised child protection plan.

**Parent with exceptional need:** This includes children with a parent who has a medical need affecting their mobility and the setting is the nearest to the family home.

**Sibling at the same setting or school attached to the setting:** This includes all children living together as a family at the same address. In the case of twins, triplets etc. the siblings should be placed together.

Consideration should be given to families where another child is already attending at the same location, whether that be the nursery setting or an older sibling attending school.

**Date of birth order.**

### **Appendix 3: Legislation**

Equality and inclusion is a key part of the aspiration underpinning the FEL entitlements, particularly for disadvantaged families, looked after children, children in need and children with special educational needs or disabilities.

The Special Educational Needs and Disability Code of Practice: 0 to 25 years July 2014 is available online:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>