

FAIRLANDS PRIMARY SCHOOL
ADMISSIONS POLICY TO THE NURSERY

January 2021

In this document, we use the following terminology:

- Admission – the process by which a child is allocated a place
- Place – each child occupies one place in the setting, which may comprise of any number of sessions
- Session – a three hour block of time per day, either morning or afternoon

Eligibility

A child will be eligible for admission to the nursery class from the start of the autumn term after they turn three years old. Admission is subject to an application being made and places being available.

A child will be eligible for 30 hours if they meet the criteria as set down by the department for educationⁱ. Parents and carers will be expected to demonstrate their eligibility termly, using the official website once it is available. This will be confirmed during an eligibility interview with the school.

Where a family does not qualify for 30 hours per week of free early years education, but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of 15 hours' childcare per week to be charged at the published rate determined by the admitting authority.

Capacity

The nursery has capacity to accommodate children in 120 sessions per week. Children access a mixture of preferred modelsⁱⁱ:

- Full Day Place: morning and afternoon session 8.30am – 3.30pm (35 hours: two 15 hour sessions plus 5 hours' lunchtime childcare at no additional cost)ⁱⁱⁱ
- Morning Place: five mornings a week 8.30am - 11.30am (15 hours)
- Afternoon Place: five afternoons a week 12.30pm – 3.30pm (15 hours)

Specific numbers for each type of place will be decided, depending on demand, and will be at the admitting authority's discretion.

Application process

The admitting authority for Fairlands Primary School is The Claxton Trust. Parents and carers wishing to apply for a place must contact the school office to request an application form. Applications are then returned to the school office, where it will be date stamped, with the time of receipt noted. Applications are dealt with on a first come, first served basis.

Applying the admissions criteria

Applications will be considered within two weeks of receipt.

All children with a statement of special educational need which names the school; **or**, with an education, health and care plan that names the school, will be allocated a place in accordance with section 324 of the Education Act 1996

If there are fewer applications than places available at a school all applicants will be admitted.

If there are not enough places available, places will be allocated according to the oversubscription criteria, in the following order of priority:

Rule 1: Children looked after

This includes children looked after and children who were previously looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

Rule 2: Medical or Social

Children for whom it can be demonstrated that they have a medical or social need to go to the school. This includes children previously from abroad who were cared for by the state because they would not otherwise have been cared for adequately and subsequently adopted.

A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: Sibling

Children who have a sibling on the roll of the school at the time of application. This applies to reception through to Year 5.

Rule 4: Nearest School

Children for whom it is the nearest setting. This includes all settings except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Rule 5: Distance

Children who live nearest to the setting. Children not considered under rule 4 will be considered under rule 5. These rules are applied in the order they are printed above. If more children qualify under a rule than there are places available, a tie break will be used by applying the next rule to those children.

Admission rules are applied in order. If more children qualify for a school place under a rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 5 than there are places available, priority will be given to those who live nearest to the school.

Our tiebreak method is to use a 'first come, first served' approach. This means that, if two applications have addresses that measure the same distance from a school, the place will be offered to the first application to have been received into the school, based on the date and time stamp noted on the application form.

In the event of over-subscription of any of the above categories, preference will be given to those children living closest to the school.

Where the Nursery is oversubscribed it will maintain a waiting list in criteria order.

Please note nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's final decision.

Admission to the school's nursery does not guarantee admission to the reception class at our school. Applications for reception must be made on a separate application through Hertfordshire County Council and be submitted by the statutory deadline to be considered.

Notes

ⁱ *Parents of three and four year olds will need to meet the following criteria to be eligible for 30 hours' free childcare:*

- *They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. The latest values for this can be found here: <https://www.gov.uk/national-minimum-wage>*
- *This applies whether you are in paid employment, self-employed or on zero hours' contract.*
- *The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.*
- *Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.*
- *Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.*
- *Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.*
- *If a non-EEA national, the parent must have recourse to public funds. Who will not qualify? A parent will not meet the criteria when:*
 - *Either parent has an income of more than £100,000*
 - *Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds) What happens if a parent loses eligibility?*
 - *They will receive a "grace period" – this means they will be able to keep their childcare for a short period.*
 - *Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.*

ii Whilst we will endeavour to accommodate parents' requested preferences, (i.e. am or pm, 15 hrs or 30 hrs), this may not always be possible. If parents wish to access different models of provision, this is discussed on a case by case basis, subject to availability after allocations are made in line with our preferred models.

iii If a child is full-time, they will also be required to either purchase a school meal or bring in a packed lunch.