





# Admission Policy Hanwell Fields Community School Nursery Classes

**For admissions from  
September 2019 onwards**

Chair of Governors Signature	
Audience	All stakeholders
Date for Review	January 2020
Signed By	Mrs Harry Paget Wall Collins 

## Introduction

*\*It is important that parents are made aware that the process of applying for place at a primary school for the reception year is separate to that of applying for a place in a nursery class or school. Reception Admissions is through Oxfordshire County Council; see admission policy for Reception to Year 6*

## Hanwell Fields Community School – Early Years Structure:

Hanwell Fields Community School has a **pre-nursery called Ladybirds**. This pre-nursery is governed through the local governing body of the school. Places are applied for directly with Ladybirds Pre-Nursery. Ladybirds also supports the wrap around child care for children up to the age of 6. Attendance at the Pre-Nursery **does not automatically entitle** a nursery placement or school placement. These are all subject to application procedures and place availability. This policy is for admission to the Nursery of Hanwell Fields Community School. Fields Community School, we have a 52-place nursery called Caterpillars. \*

## Terminology

**Reception** - the year children become 5. This is called Butterflies at Hanwell Fields. We have 2 classes of 30.

**Year** – refers to the academic year (September to August)

**Own Admission Authority** – e.g. Voluntary Aided, Academy, Studio, Free and Foundation Trust Schools

**Looked After** - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Siblings/Brother or Sister** - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, step- brother or step-sister who will be resident at the same address at the time of entry.

**Published Admission Number** – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council's Pupil Place Plan.

**Universal Entitlement** – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3<sup>rd</sup> birthday

**Extended Entitlement** – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

**Grace period** – when a child's eligibility for the extended entitlement ceases, the government allow the funded place to continue for a specified time period (note this is yet to be finalised by the DfE).

### **Early Education for eligible children aged 2**

A targeted offer of 570 hours per year for the most vulnerable 2 year old children, from the term after their 2<sup>nd</sup> birthday, with the aim of reducing the pre-school educational gap that can start to occur from this age. Once a funded 2 year old child starts a funded place eligibility continues even if the families circumstances change.

**Children can be admitted to Hanwell Fields Ladybird Nursery from 2 years old. Subject to availability of space(s).**

### **Eligibility Terms**

**Universal Early Education Funding entitlement starts from the term after the child's 3<sup>rd</sup> birthday**

Autumn Term: September 1<sup>st</sup>-December 31<sup>st</sup>

Spring Term: January 1<sup>st</sup>-March 31<sup>st</sup>

Summer Term: April 1<sup>st</sup>-August 31<sup>st</sup>

### **30 Hours Extended Childcare Entitlement**

From September 2017, families meeting certain eligibility criteria will be legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at [www.childcare-support.tax.service.gov.uk/par/app/overview](http://www.childcare-support.tax.service.gov.uk/par/app/overview)

The government will host an **eligibility checker** service to determine whether families qualify for the extended entitlement.

**Hanwell Fields Community School Nursery will be offering a 30 hours extended childcare provision ,this provision will be 8:30am – 2:30pm Monday to Friday. The school will also be offer alongside a 15 hours provision- this provision is am (8:30am – 11:30am) or pm slots (12:15-3:15pm), 5 days a week. <sup>1</sup>**

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<sup>1</sup> (OCC: Parents cannot insist on accessing their child's extended entitlement at any particular provision.)

**The ethos of our Early Years Provision is about school readiness. This means we have an expectation that these places will be taken up with parents that respect the ethos of the school and commit their child to learning everyday during the term time. In return the Nursery will provide an exciting enriched opportunity for your child to learn in a safe stimulating environment.**

### **Grace Period (30 hours Provision)**

As a school, we accept that children may become ineligible for the extended entitlement. Where this happens there is a **grace period** during which the child may still attend free of charge. When the grace period expires, the place will revert to a universal 15 hour place **unless the parent/carer is prepared and able to pay for the extended hours.**

Hanwell Fields does not accept split funded places. (see point 12)

## **POLICY FOR NURSERY ADMISSIONS IN OXFORDSHIRE (Nursery Classes and Attached Nursery Schools)**

1. The County Council has devolved rather than delegated the administration of admissions to nursery classes and attached nursery schools. Therefore, in the event of a complaint the final responsibility and decision for admissions to voluntary controlled and community schools rests with the County Council.
2. **The designated area** (catchment) of each nursery class or attached nursery school should be set out clearly on a map and be available for parents to see on request. It should also be made available electronically. The catchment area for the nursery will usually be the same as for the primary school.
3. Schools must agree a **published admission number** for the nursery with the County Council before the start of the academic year. Published admission numbers will be stated in part time equivalent (p.t.e.) places. One p.t.e place is 15 hour per week, term time only, or 570 hours a year if the place is delivered flexibly).
4. Schools must offer nursery places at least up to the published admission number. Where a school offers the extended entitlement within their nursery provision, a 30 hour place is deemed to represent 2 pte places.
5. Schools must not operate the nursery with empty places in any term if they have eligible children on the continued interest list.

The exception would be where a set limit within the published admission number has been advertised for places for funded 2s or 30 hours, and

those places have been filled. A school would not then be required to admit an eligible funded 2 to an unfilled universal entitlement place.

6. The minimum **universal entitlement** to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday.
7. Places offered must always be for at least 15 funded hours a week or 570 hours a year.
8. Schools may also offer the **extended entitlement**, of 30 hours per week (term time only) or 1,140 hours per year if stretched throughout the year. This should be decided in advance of the academic year and publicised to parents/carers in the school prospectus and on the school website. Schools are not obliged to offer the extended entitlement.
9. **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.
10. Children are entitled to a place from the first day of term and offers of a place must always give this as an option even if the school offers 'staggered starts' to help children with the transition. Staggered starts should not be arranged over more than a week or two.
11. Parents will be notified that a place is available for their child no later than half a term in advance. Schools may set and advertise a termly deadline for considering applications for admission in the following term.
12. Where a school does not permit split funding (e.g. offers set places of either 15 or 30 hours) they must make clear to parents/carers that the offer is set, represents their child's full universal/extended entitlement and that sessions taken elsewhere will have to be paid for. Schools are advised to include this on admissions forms and offer letters to avoid duplicate and rejected funding claims, and unexpected bills for parents.
13. **Flexibility** Schools may offer their nursery places in a number of ways. These include half or full day sessions, extended sessions covering lunchtimes, or a stretched offer (fewer hours per week but including weeks during school holidays). Schools must make clear what their offer is.  
  
Where the extended entitlement is available through hours in out of school clubs, or in partnership with other providers, school must make clear which element is the universal entitlement and will therefore be guaranteed to continue.
14. Copies of the school's prospectus will be available on request to parents and to outside agencies. The prospectus should state the opening times of the nursery and set out its educational aims and provision. The prospectus should also set out the County Council's policy for allocating nursery places

when more applications are received than there are places available, as stated in this document (paragraph 16).

15. When **more applications are received than there are places available**, the following County Council criteria must be applied. These closely follow the admissions criteria for entry to County primary schools. Headteachers should apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. **Other criteria (such as date of birth) cannot be used.**

15.1 Children with an Education, Health and Care Plan naming the school.

15.2 Looked after children, whom the Corporate Parent agrees should attend the school, and 'previously looked after' children.

15.3 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.

15.4 Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:

- Those children who, at the time of entry, have a brother or sister attending the primary school to which the nursery is attached.
- Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families Geographic Information System.

15.5 Children who have taken up, or are eligible for, a funded 2 year old place at the time of application.

15.6 Children living outside the designated area who have a brother or sister attending either the foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families Geographic Information System.

15.7 Children who attend day care or a voluntary or private sector pre-school on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families Geographic Information System.

15.8 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families Geographic Information System

**Headteachers can seek advice and assistance from the Admissions & Transport Services Manager in applying these criteria.**

16. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

17. Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class or nursery school until the term after he/she becomes five\* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**

\*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the schools Primary School admissions policy for more detail on deferring entry.

18. Where a family ceases to be eligible for the extended entitlement, the place should return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Schools offering the extended entitlement should explain this possibility in writing when offering the extended entitlement place. **Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.**

19. A universal entitlement nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

20. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school. For Aided schools or **Academies** the complaint should be directed to the Head of the school and then to the School Governors, as they have the ultimate decision regarding admissions to these schools. **Hanwell Fields Community School Complaints Policy can be found on the website.**

21. There is no statutory right of appeal.

**Contact details**

**Admissions & Transport Services Manager**

**Tel: 07393 001242 admissions.schools@oxfordshire.gov.uk**

**Senior Officer (Early Years Organisation)**

**Tel 07733 001503 e-mail:propertyassets@oxfordshire.gov.uk**

**(for initial advice regarding the application of this policy, and for requests for home to nursery GIS distance measuring)**

**HANWELL FIELDS COMMUNITY SCHOOL : Nursery Offer**

**For the 2019/20 Academic Year**

**Hanwell Fields Community School**

**The Published Admission Number for the Nursery is 52 part time equivalent (pte) places**

**The age range of the nursery is 3-5**

**Extended (30 hour) funded places will be offered.**

**Where offered, the number of 30 hour places will be limited to 35 fte**

**Where offered, funded places for 2 year olds will be limited to 28 pte**

<b>CLASS A</b>	<b>CLASS B</b>	<b>CLASS C</b>	<b>CLASS D</b>
<b>24 FTE 30 HOURS PLACEMENTS</b>	<b>14 X 15 HOURS</b>	<b>14 X 15 HOURS</b>	<b>ADDITIONAL 30 HOUR PLACEMENT AT SCHOOL DESCRENTION</b>