



**West Oxford Community  
Primary School  
Nursery Admissions Policy**

**For admissions from September 2018  
onwards**

**September 2018**

**This policy has been written in line with the Oxfordshire Policy for Admission to Local Authority Nursery Classes 2018.**

## Introduction

There is a countywide admissions policy for community and voluntary controlled nursery schools and classes. This policy was determined by the County Council in 1997 and is administered by schools. This has ensured that admissions are based on common principles. Schools which are their **Own Admission Authority** are not legally obliged, but may choose, to adopt and follow this policy with suitable amendments.

There is a separate policy for Freestanding Nursery Schools and the attached nursery school at Wheatley.

When new children join the nursery class **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.**

Parents whose children attend the nursery class, particularly from outside the designated area of the primary school, should be reminded that their child is **not guaranteed** a place at the school when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five). They must apply through the normal County Council school admissions procedures.

Parents/carers are entitled to a full time reception place for the whole of the academic year in which their child becomes 5 . Schools will need to consider this carefully in planning the organisation of the foundation stage, both for admissions to their nursery, and for children who may defer entry to reception.

## Terminology

**Reception** - the year children become 5

**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 allows the funded place to continue for a specified time period.

## **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**

Families meeting certain eligibility criteria are 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)

Parents cannot insist on accessing their child’s extended entitlement at any particular provision. Schools must decide whether they will offer only 15 hour nursery places or whether they are able to include some 30 hour extended entitlement places. Schools should make clear to parents what options are available in regard to either the universal or extended entitlement. At West Oxford Community Primary School we offer 15 hour nursery places and the 30 hour funding is offered to those who are entitled and space permitting. We also offer self-funded places to those who are not eligible for the 30 hour funding entitlement. 30 hour places are given on a first come first serve basis and are not prioritised over self-funded places.

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 should revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours. Schools collecting payments for unfunded hours should ensure that those hours are not returned on the schools census or funding portal return.

# POLICY FOR NURSERY ADMISSIONS IN OXFORDSHIRE

## (Nursery Classes)

1. The County Council has devolved rather than delegated the administration of admissions to nursery classes. 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 hours per week, term time only, or 570 hours a year if the place is delivered flexibly. At West Oxford Community Primary School our published admission number is 44. We are permitted to take up to 22 children in the morning and up to 22 children in the afternoon.
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 p.t.e. places.
5. Schools must not operate the nursery with empty places in any term if they have eligible children on the continued interest list.
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. Where capacity against the published admission number exists, places should always be offered for at least 15 hours a week (or 570 hours a year if a stretched offer).
8. Schools are permitted to agree take up of fewer hours to meet parental request but are not obliged to. Places will be funded on actual take up of hours. Schools may set a minimum take up requirement when offering places. At West Oxford Community Primary School we recommend that children attend nursery on a full-time basis i.e. full 15 hours per week. We aim to promote school readiness. Once a place has been allocated we believe that children are more likely to settle, make friends and achieve more effectively if they attend full-time. If parents would like their child to attend less than their given 15 hours, we advise them to increase these hours as we move into the child's second term. For information regarding attendance and the 30 hour funding entitlement please see the link for '30 hour funding' on the school website under early years.

Nursery places at West Oxford Community Primary School are in high demand and there is often a long waiting list. Therefore, if a child is consistently late or a place is not being used effectively it may result in the child losing his or her place. Decisions of such will be made at the early years lead and the Head teacher's discretion.

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. 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. These deadlines will appear on our website, under Nursery Admissions, 1 term before the start of every academic year.

11. *We do NOT allow parents to split their free entitlement with a private or voluntary sector provider.*
12. **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). At West Oxford Community Primary School we offer either morning or afternoon places.

**Our sessions:**

**Morning places: 8:55-11:55**

**Afternoon places: 12:10 – 3:10**

For further details please see the Nursery Admissions section of our school website for details of our nursery sessions.

Where the extended entitlement is available through hours in out of school clubs, or in partnership with other providers, the school must make clear which element is the universal entitlement and will therefore be guaranteed to continue should the child cease to be eligible for the extended entitlement. At West Oxford Community Primary School the extended entitlement is only available **in** school hours. It cannot be used through out of school clubs.

13. The school website should state the opening times of the nursery and set out its educational aims and provision. The website 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).
14. 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.**

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

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

14.3 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.

14.4 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's Geographic Information System.

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

14.6 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's Geographic Information System.

14.7 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's Geographic Information System.

14.8 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's Geographic Information System

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

15. 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.

16. Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class 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 Primary School admissions policy for more detail on deferring entry.

17. 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.**

18. 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.

19. 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, Clare Bladen, in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school.

20. 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:earlyeducation@oxfordshire.gov.uk**

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