

KNEBworth PRIMARY AND NURSERY SCHOOL

ADMISSIONS POLICY TO THE NURSERY 2017/18

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 30 children during a morning or all day session. Children access a mixture of preferred modelsⁱⁱ:

- Full Day Place: morning and afternoon session 8:45 am – 2:45 pm.
- Morning Place: five mornings a week 8:45 am – 11:45 am (15 hours chargeable @ £5.00)
- There are options to stay for lunch or all day – see application form.

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

Application process

From 1st April 2018, the admitting authority for Knebworth Primary School is the governing body. Parents and carers wishing to apply for a place must contact the school office to request an application form, which must be submitted to the school directly by 16th March 2018, where it will be date stamped, with the time of receipt noted. Applications after this date will be dealt with on a first come, first served basis.

Applying the admissions criteria

Applications will be considered during the week before the 20th April and the first round of offers will be made on that date.

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 the oversubscription criteria, in the following order of priority:

Rule 1	Children looked after and children who were looked after ^v , but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) or A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an interagency child protection plan.
Rule 2	Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
Rule 3	Children who have a sibling ^v at the school or linked school at the time of application, unless the sibling is in the last year of the normal age-range of the school.
Rule 4	Children for whom it is their nearest setting, using our definition of "nearest" ^{vi}
Rule 5	Children who live closest to the setting are given priority. Children not considered under Rule 4 will be considered under Rule 5.

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.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- 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 If a child is full-time, they will be required to bring in a packed lunch.

iii A 'Looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the setting. A 'Previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order. Supporting evidence will be required.

iv 'Brother or sister': For admission to this setting, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a 'brother or sister' priority if they have a brother or sister at the school or setting at the time of the child's application.

v The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.