



## **Nursery Admissions Policy**

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Policy lead	Tracey Smith
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# **Doxey Academy**

## **Nursery Admissions Policy**

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## **Statement of intent**

Doxey Academy aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class.

The governing board is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

## 1. Legal framework

- 1.1. This policy has due regard to legislation and guidance including, but not limited to, the following:

### Legislation

- **Childcare Act 2006**
- **Childcare Act 2016**
- **Data Protection Act 2018**
- **The General Data Protection Regulation**

### Guidance

- **DfE (2014) 'School Admissions Code'**
- **DfE (2012) 'School Admission Appeals Code'**
- **DfE (2018) 'Early education and childcare'**
- **DfE (2018) 'Early years entitlements: operational guide'**

- 1.2. This policy will be implemented in conjunction with the following school policies:

- **Admissions Policy**
- **GDPR Data Protection Policy**

## 2. Free childcare arrangements

- 2.1. The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined at 2.3.

- 2.2. Children are eligible for free childcare from the relevant dates (outlined at paragraph 2.3) up until the beginning of the term following their fifth birthday.

- 2.3. With regards to the age criteria, pupils will be eligible as follows:

- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

- 2.4. The school can accommodate a maximum of 26 nursery children.

- 2.5. The school offers 30 hours free childcare as an extension to the universal 15 hours free childcare.

- 2.6. Parents wanting to access the universal 15 hours free childcare for three and four-year-olds are required to fill out a 'Parent Declaration for Early Education Funding' Form. This is required to be re-signed each term.

- 2.7. Parents wanting to access the 30 hours free childcare entitlement must apply to do so through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- 2.8. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time only.
- 2.9. The sessions offered to nursery children are as follows:
  - **For children eligible for 30 hours free childcare: 8.45am – 2.45pm**
  - **For children eligible for 15 hours free childcare: 8.45am – 11.45am**
  - **Chargeable additional sessions are available. See Section 5.**

### **3. Eligibility for 30 hours free childcare**

- 3.1. Parents should check their own eligibility for the scheme using the government's [Childcare Choices](http://www.childcarechoices.gov.uk) website. If parents are eligible, they will be directed to the digital childcare service to apply.
- 3.2. Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible.
- 3.3. If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the school with this information as soon as possible in order to avoid delay.

### **4. Application timetable**

- 4.1. A child is deemed to be of nursery-age if their 4<sup>th</sup> birthday falls between:
  - **1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021**
- 4.2. Formal applications for nursery places must be made as follows:
  - **13<sup>th</sup> January 2025 and 14<sup>th</sup> March 2025**
- 4.3. Application forms can be obtained from the school office.
- 4.4. If a parent has registered an interest before formal application are accepted, an application form will be posted directly to them.
- 4.5. Places will be offered no later than **2<sup>nd</sup>**
- 4.6. **May 2023.**

- 4.7. Where places are remaining, later admissions are possible, up to the agreed admissions limit.
- 4.8. Acceptance into school Nursery is completely separate from admission into Reception. This is subject to a further application process.

## 5. Additional costs

5.1. The nursery is able to provide additional sessions for a charge, as detailed below:

11.45am – 12.15pm	Lunch Session	£ 3.00
12.15pm – 15.15pm	Afternoon Session	£14.00
14.45pm – 15.15pm	Top Up Session	£ 2.50

5.2 A packed lunch must be provided for all children staying over the lunch session.

## 6. Oversubscription

- 6.1. Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.
- 6.2. The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the school.
- 6.3. The oversubscription criteria, set out in priority order, are as follows:
  - **LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order.**
  - **Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer**
  - **Children who will have a sibling attending the nursery or the main school at the time of admission**
  - **Children of staff who have:**
    - Been employed at the school for two or more years at time the application for admission is made.**
    - **Been recruited to fill a vacant post for which there is a skill shortage.**
  - **Children living within the catchment area for the nursery school.**

- **Distance from school based on a straight line measurement.**

## **7. Reserve list**

- 7.1. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.
- 7.2. If a place becomes available, the nursery will contact the parents of the child at the top of the list.
- 7.3. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- 7.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

## **8. Withdrawing offers**

- 8.1. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:
  - **Offers made on the basis of fraudulent applications**
  - **Offers made on the basis of intentionally misleading applications**
  - **A child is in receipt of more than their entitlement of nursery education**
  - **A family registering their child at two maintained settings**

## **9. Refusal of admission**

- 9.1. A child is only refused admission if one of the following criteria are met:
  - **The nursery has reached its admissions limit**
  - **The child is not of the appropriate age**
- 9.2. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
- 9.3. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## **10. Data protection**

- 10.1 When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and GDPR.
- 10.2 Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.
- 10.3 The nursery will act in compliance with the GDPR Data Protection Policy when processing personal data.