

Clifton Green Primary School

Nursery Admissions Guidelines and Procedures

Signature of Co-Chairs of Governors Kathleen Wood and Jeremy Pilling

Signature of Headteacher



Member of Staff Responsible: Jenny Smith

Reviewing Committee: Teaching, Learning and Curriculum

Statutory/Non Statutory: Non Statutory

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Nursery Admission Guidelines

1. Introduction

- 1.1. At Clifton Green Primary School, we greatly value the importance of the Early Years Foundation Stage (EYFS) in providing a secure starting point for future learning and development.
- 1.2. The school follows the guidelines agreed by the Early Years and Extended Schools Partnership and CYC.
- 1.3. The Governing Board is the admission authority and is responsible for setting the school's Nursery Admission requirements. These guidelines are written to ensure fairness and equality for all those intending to begin their education at Clifton Green Primary School.
- 1.4. These guidelines will be implemented in conjunction with the following school policies:
 - Admissions Policy
 - Data Protection Policy

2. Free Childcare Places

- 2.1. The following current admissions criteria apply to Free Early Years Places for three and four year olds. There are Free Early Years Places for all three and four year olds whose parents want one.
- 2.2. Children may take up a free place:
 - At a nursery class attached to a local school (or at St Pauls Nursery School)
 - At their local pre-school playgroup
 - At a private day nursery or independent nursery school
 - With a childminder who is part of a registered networkAll of the above are called 'providers'.
- 2.3. The Early Years and Extended Schools Partnership and CYC agreed the following guidelines on admissions criteria for three and four year olds taking up a Free Early Years Place in the city:
 - Normally children will be admitted in age order, so that the oldest children are admitted first BUT children with identified special needs, or in social need, may be offered a free early years place before an older child who doesn't have these needs.
 - Three year olds should be admitted in line with eligibility dates established by the Department for Children, Schools and Families.
 - Children who have their 3rd birthday between 1st September and 31st December should be admitted from the beginning of the Spring Term
 - Children who have their 3rd birthday between 1st January and 31st March should be admitted from the beginning of the Summer Term.
 - Children who have their 3rd birthday between 1st April and 31st August should be admitted from the beginning of the Autumn Term.

- 2.4. Children should be admitted from anywhere within the City of York Council area. This allows parents to use early years provision that is most convenient for the family, near their work or close to their childcare provider.
- 2.5. Children living within the City of York boundary, or within the normal area for City of York schools, have a higher priority for a place than children living outside the City boundary.
- 2.6. Children living outside the City of York boundary who have attended a York preschool provider for three terms before their third birthday will also be given prior consideration for a free early years place.
- 2.7. Children with additional needs or vulnerable children qualify for additional hours (maximum of 15) if they are not already accessing the full entitlement. Please Note – the eligibility dates for access to the free early years funding are provided by the DCSF and must be adhered to by all Local Authorities across the country.
- 2.8. The guidelines are based on equal opportunity principles, so that children will be admitted according to fair, open and clear criteria.

3. Eligibility for 30 hours free childcare

- 3.1. The school currently offers 30 hours free childcare as an extension to the universal 15 hours free childcare.
- 3.2. Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the [digital childcare service](#).
- 3.3. Parents are able to access the 30 hours of free childcare during term time only.
- 3.4. The sessions offered to nursery children are as follows:
 - For children eligible for 30 hours free childcare – six hours daily (plus lunch at an additional cost) between the hours of 8:30am-3pm
 - All other children – three hours free childcare daily, between the hours of 8:30am-11:30pm(morning session) or 12pm-3pm (an afternoon session). You can state a preference for either morning or afternoon but the school will allocate depending on numbers and ratios.
- 3.5. Parents of children aged three and four must ensure they are eligible for 30 hours free childcare. Parents can do this by using the eligibility checker using the [eligibility checker](#).
- 3.6. 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.
- 3.7. 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.
- 3.8. Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.
- 3.9. The LA will audit the eligibility codes at six points during the year to identify any children who have fallen out of eligibility.

4. Application Timetable

- 4.1. A child is deemed to be of nursery-age from the beginning of the term following their third birthday.
- 4.2. Parents may apply for a place at the nursery at any time.
- 4.3. Applications can be made online [via our school website via a Google Form](#) on the school website.
- 4.4. Acceptance and non-acceptance correspondence will be issued by the following dates (or at the earliest opportunity):
 - For places in the Spring term – November
 - For places in the Summer term – March
 - For places in Autumn term – June
- 4.5. Where places are remaining, later admissions are possible, up to the agreed admissions limit.
- 4.6. Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.
- 4.7. The LA will consider securing additional free hours for parents who have applied or re-confirmed by the deadline, but receive their valid 30 hours eligibility code after the beginning of the term, up to the dates set out below:
 - Application/re-confirmation by 31 August – code start date between 1-14 September
 - Application/re-confirmation by 31 December – code start date between 1-14 January
 - Application/re-confirmation by 31 March – code start date between 1-14 April
- 4.8. The LA is not required to secure additional free hours where the parent has applied after 31 August, 31 December or 31 March, or for any codes issued after the dates outlined in 5.8.

5. Additional costs

- 5.1. School is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:
 - Meals - £2.60 per school meal
- 5.2. Where charges are made in line with 5.1, parents are expected to pay for these; however, payments are voluntary.
- 5.3. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery.
- 5.4. Any additional non funded hours will incur a charge of **£5.00 per hour**, which is to be paid using their Parent Pay Account.
- 5.5. The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

6. Oversubscription

- 6.1. Children who have an Education, Health and Care Plan (EHCP) that names the school are admitted before the oversubscription criteria is applied.

- 6.2. Children with an EHCP plan that does not name the school will be referred to the school's admissions team to determine an appropriate place, in accordance with the LA's Fair Access Protocol.
- 6.3. The Headteacher 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.
- 6.4. 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
 - All other children
- 6.5. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

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



- Parents not responding to an offer within six weeks or not attending sessions within a six week period.
- 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 EHCP.

10. Admission to Reception

- 10.1. Children reach compulsory school age as follows:
- Children turning five-years-old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
 - Children turning five-years-old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
 - Children turning five-years-old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January
- 10.2. Parents have the choice of how and when their child starts Reception class until they reach the compulsory age.
- 10.3. If parents wish for their child to remain in the nursery until they reach compulsory school age, and access 15 hours of free early learning rather than taking up a place in Reception, they must:
- Discuss their choice with the school.
 - Complete a Reception application form by 1 January, to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.

11. Monitoring and Review

- 11.1. This policy will be reviewed on an biennial basis by the EYFS Lead, SENCO Headteacher and Governing Board.
- 11.2. The next scheduled review date for this policy is April 2027

Appendix A - Nursery Admissions Form

A copy of the Admissions application Form can be found online at:

<https://forms.gle/YqtBkeQMeDf559H1A>