

**Nursery Admissions Policy  
Community & Voluntary Controlled Schools**

<b>Lead Directorate and service:</b>	<b>Children, Family &amp; Adult Services Learning &amp; Achievement</b>
<b>Effective Date:</b>	
<b>Date Reviewed:</b>	
<b>Date Due for Review:</b>	<b>March 2013</b>
<b>Contact Officer:</b>	<b>Paul Butler, Inclusion &amp; Access Manager</b>
<b>Contact Number:</b>	<b>(01482) 392110</b>
<b>Approved By:</b>	<b>Cabinet</b>

**1. Background:**

- 1.1 Local authorities are required to ensure that all three and four year old children are able to access their statutory entitlement to free early years provision. This can be provided by local authorities through nursery schools or schools with nursery classes.
- 1.2 In East Riding of Yorkshire there are four nursery schools and 47 community and voluntary controlled schools with nursery classes which provide free early years provision.
- 1.3 Local authorities are required to publish the admission arrangements for free early years provision in community and voluntary controlled schools.
- 1.4 The previous policy came into effect in September 2009, but there have been significant changes to legislation and national policy on free early years provision since then and this policy is required to conform to the new requirements.

2. **Definitions for the Purposes of this Policy:**

Nursery Age and Statutory School Age	<p>A child is deemed to be of nursery age from the term after their third birthday until they reach statutory school age which is the term after their fifth birthday.</p> <p>For these purposes, terms are :-            Autumn term - 1 September – 31 December            Spring term - 1 January – 31 March            Summer term - 1 April – 31 March</p>
Free Early Years Provision	All children are entitled to 15 hours free early years provision from the term after their third birthday until they reach statutory school age, and is available for 38 weeks per year.
Code of Practice	Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 Year Olds.
Provider Agreement	Agreement which all schools and providers are required to sign in order to receive early years funding.
Admission limit	The number of children that a school can admit to free early years provision is determined by the physical space that it has available and the staff to children ratio. Each school will determine the maximum number of children that it can admit at any time and may admit up to this number.
Looked after Children	A looked after child is a child who is in the care of the local authority or is provided with accommodation by that authority (see section 22 of the Children act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services department.
Child's Residence	Children are normally deemed to be resident with their parents, or those with parental responsibility and evidence may be required to confirm home address. Where a child spends time at two different homes, the one where the child spends the majority of school nights will be used for application purposes.
Appropriate Professional	GP, Consultant, Educational Psychologist, Portage Worker, Speech & Language Therapist etc.
Catchment Area	The catchment area is the approved catchment area for the school which is used for school admissions.

### **3. Policy Statement**

3.1 East Riding of Yorkshire Council wishes to promote free early years provision for three and four year old children throughout the authority and ensure that it meets the statutory requirements set out in the Code of Practice. Headteachers of mainstream nursery schools and schools with nursery classes must accept for consideration any applications from families with pre-statutory school age children. All applications received must be considered in the light of the Code of Practice, the Council's Nursery Admissions Policy, Provider Agreement and any other guidance issued by the council.

#### 3.2 Applications

3.3 Applications for places at a nursery school, or at a nursery class in a primary or infant school will be administered by individual schools and places will be offered up to the nursery admission limit.

#### 3.4 Duration

3.5 Once admitted to nursery, children may stay until they transfer to a Reception class. The transfer may take place in the September of the academic year in which the child reaches five years of age, or may be delayed if the parent wishes until a later date. Children must transfer to a Reception or a Year 1 class once they reach statutory school age.

#### 3.6 Infilling

3.7 Where parents do not take up their full entitlement of 15 hours, schools may infill. Where infilling takes place, the number of children in attendance at any time must not exceed the admission limit set by the school.

3.8 In some circumstances, schools infilling places may not be able to offer parents who are accessing the infill places their full entitlement of 15 hours. Schools must inform parents that they can access the balance of their entitlement at an alternative provider.

#### 3.9 Children with Special Educational Needs

3.10 Children with special educational needs must be treated no less favourably in the allocation of places. Support and advice is available to schools to ensure that children with special educational needs are able to access their statutory entitlement.

3.11 The local authority can direct a school to admit a child with special educational needs to a nursery.

#### 3.11 Allocations of Places

3.12 If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the over-subscription criteria.

3.13 Criteria to be Used in the Event of Over-subscription

3.14 If, at the application deadline, there are more applications than there are places, then places will be offered in accordance with the following criteria until the nursery is full.

Criterion 1

- Looked after children in the care of the local authority.  
Children who have a statement of special educational needs.
- Children who do not have a statement of special educational needs, but have identified special educational needs and are supported by the local authority.
- Children who have significant social or medical needs and their application for a nursery place is supported by an appropriate professional.

Criterion 2

- Children resident in the catchment area of the nursery.

Criterion 3

- Children will be ranked according to age and places offered to the oldest children.

3.15 Siblings

3.16 In a situation of multiple births and there are insufficient places available for all of the siblings, the admission limit cannot be exceeded to accommodate all of these siblings. The parent will be asked to nominate which sibling(s) they wish to attend the nursery and the remaining sibling(s) will be placed on the waiting list.

3.17 Casual Applications

3.18 Casual applications for a place in the nursery part way through a term will be considered by the headteacher. If a place is available, the place will be offered. If a place is not available, the child will be placed on the waiting list.

3.19 Waiting Lists

3.20 When the nursery is full, a waiting list will be established in the over-subscription priority order. Children will be entered on the waiting list in the above priority order. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order. Schools must inform parents of children on the waiting list that they can access their entitlement at an alternative provider.

3.21 Transfer to Full Time Education

3.22 Attendance at a nursery class does not guarantee admission to a school for primary education and a separate application must be made through the Council's normal school admission procedures.

3.23 Refusal of Admission and Appeals

3.24 A child may be refused admission only if

- the nursery has reached the admission limit, or;
- the child is not of the appropriate age.

3.25 The strict statutory criteria governing adult:child ratios mean that it is not possible to appeal against a decision not to allocate a nursery place.

3.26 Withdrawal of Offers of Nursery Places

3.27 A place may only be withdrawn once offered if it can be shown that the parent has obtained the place fraudulently or with an intentionally misleading application.

**4. Corporate Requirements**

4.1 Reducing Inequalities – better life chances and choices for all

4.2 All children are able to access their entitlement to free early years provision and receive good quality education which prepares them for progression into full time statutory education.

**5. Policy Development including Consultation**

5.1 This policy replaces the one published in 2009 and takes into account statutory changes introduced through the Code of Practice and other legislation. The policy has been developed by Inclusion Services in collaboration with Early Years & Extended Services.

Policy developed by

Paul Butler                      Inclusion & Access Manager

Consultees

Bridget Bennett              Early Years & Extended Services Manager  
Steve Attwood                Pupil Services Manager  
Denise Shaw                  Head of Inclusion Services  
Mike Furbank                 Head of Learning & Achievement  
All Nursery, Infant and Primary Schools in East Riding of Yorkshire

**6. Links with other Policies**

Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 Year Olds –September 2010 (DCSF)

Free Early Years Provision Provider Agreement

Primary School Admission Arrangements

**7. Outcomes and impacts**

- 7.1 Parents will be able to access their statutory entitlement to free early years provision for their children through nursery schools and schools with nursery classes.

**8. Policy Implementation**

- 8.1 The policy will be implemented by nursery schools, and infant and primary schools with free early years provision.

**9. Financial Implications**

- 9.1 Schools with free early years provision are funded through the Schools Budget and the Early Years Single Funding Formula. The service is demand led and places are funded up to the admission limit on a participation basis.

**10. Evaluation**

- 10.1 The policy will be reviewed annually together with the arrangements for school admissions.