**Boothferry Primary School**

**Nursery Admissions Policy**

*‘Embracing diversity, building a brighter future together’*



**Aims**

Boothferry Primary School wishes to promote provision for under fives and ensure that it meets the statutory requirement for pre-school education for three and four year old children. The Assistant Headteacher will accept for consideration any applications from families with pre-school age children. This policy outlines the application and admissions procedure into the Nursery. This policy will be reviewed on an annual basis.

**Nursery Intake**

We admit children into our Nursery in the September after their third birthday. A child will remain in Nursery until the end of the academic year in which they are 4 years old.

**5 Termers**

If we have space to do so, in January we will invite children who turn 3 in the Autumn term to join our Nursery. They will then complete 5 terms in Nursery as opposed to 3. Children are invited in the order that they turn 5, i.e. a child who turns 5 in September will be offered a place before a child who turns 5 in October.

**Nursery Session Options**

Our Early Years Unit can offer 15 hours a week of free part-time Nursery provision during term time. Children take the 15 hours in daily 3 hour blocks, i.e. 5 sessions per week. Currently, session times are 8:45am-11:45am or 12:30pm-3:30pm during term time.

We only have a maximum of 26 children in a session at any given time, however due to the various take-up options the amount of children in each session will vary term to term.

**30 Hours**

These hours are 8.45-3.30pm. To be eligible for 30 hours free childcare you and

your partner must each meet the work and earnings requirements unless an

exemption applies. Your partner means someone you are married to, in a civil

partnership with or live as a couple.

**Work and earnings requirement**

To meet the work and earnings requirements if you are claiming as a single parent

you must:

* Work and earn, or expect to earn over the next 3 months, at least the equivalent of working 16 hours per week at national minimum or living wage (depending on your age); and
* Not have an adjusted net income exceeding £100,000 for the tax year

If you are claiming as a couple:

* You must both work and earn, or expect to earn over the next 3 months, at least the equivalent of working 16 hours per week at national minimum or living wage (depending on your age) unless an exception applies; and
* Neither of you must have an individual adjusted net income exceeding £100,000 for the tax year

**What are the exceptions?**

* During periods of ‘specified leave’, which means maternity, paternity, shared

parental, adoption, parental or parental bereavement leave; or

* If you are in receipt of statutory pay for any of the above (e.g. Statutory

Maternity Allowance), or Maternity Allowance or Statutory Sick Pay

**To access 30 hours funding, applications before the below date’s applications need**

**to be made as follows:**

**Autumn term** - code start date should be on/before 31st August

**Spring term** – code start date should be on/before 31st December

**Summer** - code start date should be on/before 31st March

30 hours can be used flexibly with one or more childcare providers. If a 30-hour code

is to be split, for example 15 hours with Boothferry and 15 with another provider,

please inform us which provider is to claim the extra hours.

For further information please visit [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk)

**Lunchtime**

You can request a lunchtime place at a cost of £3.20 per session (this cost is subject to change). For children who are allocated a lunchtime place (please note numbers are capped): Morning children can stay for a hot dinner or pack up and be collected at 12:30pm. Afternoon children can be dropped off at 11:45am to have their dinner and then stay to start their allocated session at 12:30pm.

Children who would be eligible for Free School Meals are only eligible if they are attending Nursery before and after lunch. For these children a **£1.20** charge will be made per session to cover supervision. Please note this cost is subject to change.

**Criteria for Admission to the Nursery**

Parents/Carers can register their interests in a Nursery place by visiting the school office and completing a short form that asks for the child’s full name, their Date of Birth and family contact details. A place offer letter is then sent to parents in the February prior to the September where children would take up their place.

Places are allocated on a first come first served basis**,** on return of the place offer letter. In order to maintain quality provision, the school reserves the right to preserve a balance of intake in terms of gender/number etc., this may at times result in parents/carers not receiving their preferred choices of session.

Proof of a child’s date of birth is required, in the form of a child’s birth certificate. Parents/Carers must complete the Parental Agreement and Declaration Form (See Appendix 1). This is a legal document and **must** be completed prior to the child taking up their place in our Nursery. This form will be checked and signed by the parent each term.

**Changes to Hours**

If a parent/carer wishes to change the sessions their child attends Nursery, they must make this request to Mrs Prior in the office. Please note, we require 4 weeks to process this

change, and children will not be allowed to take up their new days/hours until our files and contracts are updated.

**Waiting Lists**

When the provision is full, a waiting list will be established based on a first come first served basis. New applications will be added to the waiting list in the order that they are received.

**Children with Special Educational Needs**

Children with Special Educational Needs will be treated equally in the allocation of places. Support and advice is available to schools from Area Special Educational Needs Coordinators to ensure that children are able to access their statutory entitlement.

**Casual Applications**

Casual applications for a place in the provision part way through a term will be considered by the Assistant 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.

**Decisions on Places**

Decisions to offer a place will be based on the criteria and procedures laid out in this Admissions Policy. The offer of a Nursery place **DOES NOT** mean automatic entitlement to a place in the Reception class. Parents and carers must still apply through school admissions.

**Home Visits**

These will be made before a child takes up their place, to aid children in a smooth transition into the Nursery setting. If a child has attended a previous setting, we are able to contact this setting with consent from parents/carers to support their transition.

**Leavers During the Year**

If a child is withdrawn by their parents/carers from Nursery during the school year, we request that parents/carers must give the school a minimum of 4 weeks’ notice if possible. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Nursery then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

**Attendance and Loss of Nursery Place**

If attendance and/or punctuality is poor or erratic, the Nursery teacher will talk to the child’s parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual. If after a period of two weeks, attendance and/or punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Assistant Head Teacher. If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parent/carers will be notified of the loss of place in writing. If a child is absent for a period of three weeks without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Head Teacher, and a letter explaining the situation will be sent to the parents/carers.

**Transition from Nursery into School**

All parents and carers must be made aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the correct Admissions Procedure. The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.



**Appendix 1**

**Parental Agreement and Declaration Form for the Delivery of Free Early Education (FEE) for Two- Three- and Four-Year-Olds**

**Section 1:**

|  |  |  |
| --- | --- | --- |
| **CHILD’S DETAILS:** | | |
| Legal First Name (s): | Legal Surname: | |
| Name by which child is known (if different): | Date of birth: | Male/Female: |
| Address:  Postcode: | | |
| \*Date of Birth proof of eligibility checked: (e.g. birth certificate/passport ): YES / NO | 2 yr old funding proof of eligibility given and retained: YES / NO / Not applicable | |
| 30 hr proof of eligibility voucher code given and retained (an 11 digit number):  Code no: | Parent/carers National Insurance Number or NASS Number (needed for 30hr and EYPP):  No: | |

\* For foster carers where birth certificate or passport is not available, evidence from the Council will be provided.

**Section 2:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AGREED TIMES AND NUMBER OF FEE HOURS AT ALL PROVIDERS**  **For the term starting on: ……………………………………………………..** | | | | | | | | |
| Name of provider\*: | Mon | Tues | Wed | Thurs | Fri | Sat/ Sun | Total hrs per week | Total for term† |
| 1) |  |  |  |  |  |  |  |  |
| 2) |  |  |  |  |  |  |  |  |
| 3) |  |  |  |  |  |  |  |  |
| **Total hours attending each day/week/term:** |  |  |  |  |  |  |  |  |
| †Number weeks (for stretched offer, if applicable): | | | | | | | | |
| Parent signature to agree above arrangements for this term  Signature ………………………………………………………………………..…. Date ……….…….......... | | | | | | | | |
| Parent signature to confirm no changes to above arrangements for next term starting on …………….....  Signature ………………………………………………………………………..…. Date ……….…….......... | | | | | | | | |
| Parent signature to confirm no changes to above arrangements for next term starting on …………….....  Signature ………………………………………………………………………..…. Date ……….…….......... | | | | | | | | |

\* Where more than one childcare provider is used, details of ALL providers (including schools) should be shown on each parental agreement and declaration form. If the parent is paying for additional hours and services, this should be part of a separate agreement. To make amendments to the above arrangement each term, use the additional Agreed Times tables at the end of this form.

**Section 3: 30hr Extended Entitlement with more than one provider**

For 3 and 4 yr olds taking the 30hrs at more than one provider, the parent can choose which provider is delivering the universal 15 hrs (U) and which is providing the additional 15hrs (Ex) for that term for Headcount/Census data collection purposes ONLY. This does not affect the parent’s statutory right to choose which provider should deliver the universal 15hrs, if they become ineligible for the extended entitlement.

|  |  |  |
| --- | --- | --- |
| **Agreed provider for universal and extended hours for term starting ……………………………** | | |
| **Provider Name** | **No. hrs per week** | **Univ /Ext / both U & Ex** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| Parent signature to agree above arrangements for this term  Signature ………………………………………………………………………..…. Date ……….…….......... | | |
| Parent signature to confirm no changes to above arrangements for next term starting on …………….....  Signature ………………………………………………………………………..…. Date ……….…….......... | | |
| Parent signature to confirm no changes to above arrangements for next term starting on …………….....  Signature ………………………………………………………………………..…. Date ……….…….......... | | |

**Section 4: Early Years Pupil Premium (for three- and four-year-old children funded only)**

Provider should give a copy of the EYPP letter to all parents, which lists the eligibility criteria.

1. If the parent would like to be checked for eligibility they should provide their National Insurance number and the following information:

|  |  |
| --- | --- |
| 1. **PARENT/GUARDIAN DETAILS:** | |
| First Name: |  |
| Surname: |  |
| National Insurance Number: |  |
| Date of Birth: |  |

|  |  |
| --- | --- |
| 1. **PARENT/GUARDIAN DETAILS:** | |
| First Name: |  |
| Surname: |  |
| National Insurance Number: |  |
| Date of Birth: |  |

1. For adopted children, proof of adoption should be given to the provider and retained for audit purposes.

**NB. Looked after children will automatically be identified by the Council.**

**Section 5: Terms of the agreement for funded early education**

The parent:

1. is responsible for ensuring their child uses the number of hours at the times indicated in Section 2 of this agreement
2. must give a four weeks’ notice to terminate this agreement, unless exceptional circumstances apply
3. will inform the provider if their child will be absent for any reason
4. will lose the FEE place if their child is absent without explanation for more than one week
5. does not have to pay for any additional hours, meals or services in order to receive their free entitlement
6. can take a maximum of 15 hours per week (or 30hrs per week if eligible for the extended entitlement)
7. must use no more than two sites per day
8. may make a complaint to East Riding Council if issues cannot be resolved with the provider

The provider must follow all requirements and conditions set out in the East Riding Provider Agreement. A copy of this should be made available to parents on request.

|  |  |
| --- | --- |
| **This agreement is made between:** | |
| Parent’s Full Name: |  |
| Parent’s Address: |  |
| Childcare Providers Business name: |  |

**Section 6: Parent/Carer/Guardian Declaration**

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document.

I authorise my childcare provider to claim early education funding as agreed above on behalf of my child.

In collecting your data for the purposes of checking your eligibility for the two-year-old funding, 30hr extended entitlement funding, Early Years Pupil Premium (EYPP) and/or Disability Access Fund (DAF) (where applicable), East Riding of Yorkshire Council is exercising the function of a government department and is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006

I have seen a copy of the provider’s Privacy Notice and understand that my consent will be sought to share my or my child’s personal information unless the law allows this, as described above, or in accordance with the Data Protection Act 2018.

Parent’s Signature ....................................................................................................................... Date ........................................

**A copy of this signed agreement must be given to the parent.**

Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as children, their parents and professionals. This includes:

• The right to know the types of data being held

• Why it is being held; and

• To whom it may be disclosed

The provider’s Privacy Notice explains this in more detail and gives contacts details if you have any concerns relating to how your information or the information relating to your child/ren is being or will be used. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner’s Office on holding personal data including sensitive personal data available at:

[https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/](https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/%20)