

Eastrington Primary School

Nursery Admissions Policy

Summer 2018

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Aim

To clarify admission procedures.

1. Criteria

1.1 The school's current admission arrangements adhere to the criteria set by the East Riding of Yorkshire Local Authority. The present admission limit is set at 8 Foundation Stage 1 pupils per session. The school offers 30 hours free childcare as an extension to the universal 15 hours free childcare. A morning or afternoon session is the equivalent of 3 hours and lunchtime supervision sessions are an additional half an hour and paid for as part of the flexible provision.

1.2 Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time. Parents should check their own eligibility for the scheme using the government's [Childcare Choices](#) website or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.

1.3 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.

1.4 If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme. 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.

1.5 Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

1.6 The Local Authority will audit the eligibility codes regularly during the year to identify any children who have fallen out of eligibility.

1.7 If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.

1.8 If a parent falls into their grace period before their child has started a 30 hours place, they should not take up their 30 hours place. The grace period will not continue once a child has reached compulsory school age.

Equal Opportunities

Eastrington Primary School ensures equal opportunities to all pupils. Pupils with special educational needs and/or physical disabilities have the same admission arrangements as all other pupils.

3. Allocation of Places

3.1 The school year runs from 1st September to 31st August. Children are admitted to the Nursery Foundation 1 at the start of the school term following their third birthday. For these purposes the terms are:

Date of birth of child	Term in which child is eligible to 15 or 30 hours early education
1 April – 31 August	Autumn term
1 September – 31 December	Spring term
1 January – 31 March	Summer term

Formal applications for nursery places must be made as follows:

- For places in the Spring term – on or before 1st October
- For places in the Summer term – on or before 1st February
- For places in Autumn term – on or before 1st May

3.2 Parents can apply for places at the school by completing the application form available at our school office. A copy of the child's birth certificate must be shown as evidence of age.

3.3 If we are unable to offer parents the sessions requested but have alternative availability we may contact parents via telephone to discuss requirements.

3.4 Parents will be informed via letter as to whether their child has been allocated a place or not.

3.5 Where places are remaining, later admissions are possible, up to the agreed admissions limit.

3.6 Once full, applications will be placed on a waiting list and places will be allocated in accordance with the over-subscription criteria.

Criteria to be Used in the Event of Over-subscription

3.7 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

- Children who are looked after by a local authority and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- 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

- Siblings attending the school

Criterion 4

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

Transition

All children will be invited to attend two taster sessions, parents are welcome to attend with their children or leave if they feel comfortable to do so. Home visits will be carried out if requested by parents.