

# Pitmaston Pre-School Nursery

## Nursery Admission Policy



## **PITMASTON PRE-SCHOOL NURSERY ADMISSION POLICY AND PROCEDURES**

### **Sessions**

The Pre-school Nursery operates on a term time basis only and these dates are published on the Pitmaston Primary School website. There are three sessions per day with the option and availability to stay for lunch when booking an all-day session. Please note that a packed lunch must be provided for an all-day session. The session times are as follows:

- 8.40 am -11.40 am (session 1)
- 11.40 am – 2.40pm (session 2)
- 2.40pm – 3pm (session 3)

For example:

Child 1 – attending mornings (session 1) only, finishing at 11.40am. 15 hours per week.

Child 2 – attending afternoons (session 2) only, finishing at 2.40pm. 15 hours week.

Child 3 – attending two mornings, finishing at 11.40am and three afternoons, finishing at 2.40pm. 15 hours week.

Child 4 – attending all day (sessions 1 & 2). 30 hours per week.

Child 5 – attending all day (sessions 1, 2 & 3), finishing at 3pm. 31 hours and 40 minutes per week.

Child 6 – attending two full days and 1 morning (sessions 1, 2 & 3 and 1). 15 hours and 40 minutes per week.

### **Admission**

Enquiries about admission into Pitmaston Pre-school Nursery need to be made to the main school office. We require the child's name, date of birth and parent/carer's name, address and contact details. These details will then be placed onto an expression of interest list. Inclusion of a child's name on this list does not constitute a promise of a place.

An application form for a Pre-school Nursery place will then be distributed electronically to all on the interest list in the second autumn half term prior to the year that the place is being applied for. These forms should then be completed by parents and submitted to the school by 31<sup>st</sup> January.

Priority allocations will be made to children who will be starting mainstream school in September the following academic year and notifications will be sent to parents before the Easter holidays. Parents/guardians will need to accept the place in writing.

Children are eligible to start Pre-School in September if they will have turned 3 by 31<sup>st</sup> August. Where places are available, children who will turn 3 during the next term will then be considered if places remain unfilled after the September intake. No child will be placed on the expression of interest list until they have reached their second birthday.

**All parents and carers must be made aware that a place in the nursery does not guarantee a place in the Pitmaston Primary School and that they must still go through the Worcestershire County Council admissions procedure when the child reaches school age to enter Reception.**

### **Pre-School Nursery Admissions and Oversubscription**

Where there are more applications than places the following criteria will be used to decide which children are offered a place:

1. Children who have turned 3 by August 31<sup>st</sup>
2. Children Looked After (as defined in the Education Act 2002 – Admissions).
3. Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, doctor etc.)
4. Those children who live in the catchment area of Pitmaston Pre-School who will have a sibling attending Pitmaston Primary School at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit).
5. Siblings children who live outside the catchment of the requested school, with a sibling attending Pitmaston Primary School at the time of the applicant's proposed admission.
6. Those children who live in the catchment area of the Pre-School.

7. Children of members of staff.
  8. Distance - Children who live nearest to Pitmaston Primary School calculated in a direct straight line from the child's permanent place of residence to the school.
  9. Late applications, which are then considered against items 1-8
- Using the above criteria, each application is always considered very carefully and **the Headteacher's decision is final.**

### **Determining places for choice of sessions**

Parents will be asked to give preferences with regards to the sessions when they apply for a place. Account will be taken of any preference for sessions expressed by parents, but preferences will be allocated subject to availability and allocated as per the above criteria and are not guaranteed. If the preferred session is unavailable, the child may be offered an alternative session should there be any availability.

### **Informing Parents regarding applications**

When a place is available, the school will inform applicants in writing as above. If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a waiting list.

- An interest list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested prior to applications being distributed.
- No child will be placed on the interest list until they have reached their second birthday.
- The interest list will not operate places on a "first come, first served" basis. The length of time that children are on the consideration list for, in no way influences the decisions about places as the admission criteria will be followed for allocation of places.
- Parents will be sent confirmation in writing if they are given a place, clearly showing their allocated sessions and any hours to be invoiced. Parents/guardians will need to accept the place in writing.

### **Universal Entitlement (15 hours)**

Every child is entitled to 15 hours free funding which can be spread across the week.

The extra hours, over and above the 15 hour per week entitlement, will be charged for. Fees will be payable in advance on receipt of an invoice at a rate agreed by the governing body. Please note that non-payment of the invoice will result in a reduction in your child's hours or a loss of the place.

### **Extended Entitlement (30 hours funding)**

**Eligible working parents can claim 30 hours funding which can be spread across the week. The extra hours over and above the 30 hours will be charged at the hourly rate. The hourly rate will increase in line with the county increments annually each financial year, for implementation in the Summer term. Parents will always be informed of this when these amounts are announced by county to school.**

Eligibility for the additional free hours is determined by HMRC through the online application and parents must apply every 3 months via the Government's Online Childcare Service. Parents of three and four year olds will need to meet the following criteria (published by the Department for Education in March 2017) in order to be eligible for up to 30 hours' free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This applies whether you are in paid employment, self-employed or on zero hours' contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- The parent (and your partner where applicable) must have a National Insurance number. The person who applies must also have at least one of the following: British or Irish citizenship, settled or pre-settled status, or you have

applied and you're waiting for a decision or permission to access public funds - your UK residence card will tell you if you cannot do this.

**A parent will not meet the criteria when:**

- Either parent has an income of more than £100,000
- Either parent is subject to immigration control (and has no recourse to public funds)

**Please note that the local authority requires all 30 hour codes to be valid on the last day of each term to be valid for use in the next term. If the 30 hour code is not valid then hours will be charged at the hourly rate.**

**Additional Information**

Please be aware that if your child is attending more than the funded hours, fees will be payable in advance. You will be invoiced and non-payment will result in a reduction in your child's hours or loss of the place.

*Attendance is monitored daily and since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else. A warning will be issued and if there is no improvement within 2 weeks, the place may be withdrawn.*

Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 18 years as per the safeguarding guidelines in the Statutory Framework for Early Years Foundation Stage (section 3.62). *The Headteacher reserves the right to levy a late charge and/or withdraw a place if a child is repeatedly collected late and/or a parent/guardian refuses to collect them. A warning will be issued and if there is no improvement within 2 weeks, appropriate action will be taken.*

The adult who accompanies the child will need to ensure that they register the child at the beginning of each session and make their presence known to staff when they collect a child.

Parents/guardians will be asked to provide emergency contact numbers.

**Changes/Cancellation requests**

Any requests for changes to allocated sessions must be made in writing to the school office (an email is acceptable). If these changes can be made, parents/carers will be informed in writing that their sessions have been amended, when these changes will take effect from and the implications of these changes to the cost and funding of the nursery place. Parents wishing to reduce hours or withdraw their child from the setting will be required to give 4 weeks' notice in writing of their intention or forfeit the months' fees in lieu.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it annually and when updates are required.

*With regards to places and allocations, including the withdrawal of places for reasons such as those outlined above, the Headteacher's decision is final.*

***Reviewed and approved by Governors on 20.03.2025***