

Current Policy Date: 27 November 2017

Review: Annual

Date of Next Review: December 2018



ADMISSIONS POLICY

- *Source – West Berkshire Council model policy*

The Governing body have been delegated by West Berkshire Council to administer the admission arrangements for Victoria Park Nursery School. These are 78 full time equivalent places for 3 year olds and 32 places for part time 2 year olds. Admissions are at the discretion of the Admissions Panel and the number of children admitted may change from term to term.

Subject to availability of places, children will be offered a free 15hr place the term after they become 3 years old, and the term after they become 2 years old if they qualify for 2yr old funding.

ADMISSIONS PANEL

Admission to Victoria Park Nursery School is regulated by an admissions panel which will consist of the Headteacher and two governors. The Admissions Panel meeting will be arranged for one term before the child's entry to Nursery School. The panel will confirm allocations within the criteria below.

APPLICATION AND REGISTER OF INTEREST

Parents should register an interest in a place at Victoria Park Nursery School. A place can only be allocated through the completion of a Nursery Registration Form and sight of the child's birth certificate. No child will be guaranteed a place in Victoria Park Nursery School.

SESSION ALLOCATION

For 3 year olds, the core free entitlement is 15 hours per week. The preferred allocation of sessions is either 5 mornings or 5 afternoons each week, plus one of breakfast, lunch or tea clubs. (5 sessions, 2hr 50min plus one session 50mins: total 15hrs). No fees or charges will apply to this pattern of attendance.

The alternative allocation of sessions is attendance at the beginning or end of the week as follows:

Either:

All day Monday, Tuesday and Wednesday morning (5 sessions) plus two lunch clubs (Monday and Tuesday) (5 sessions, 2hr 50min plus 2 sessions 50min: total 15hr 50min)

Or

Wednesday afternoon, all day Thursday and Friday (5 sessions) plus two lunch clubs (Thursday and Friday) (5 sessions, 2hr 50min plus 2 sessions 50min: total 15hr 50min)

If this alternative pattern of attendance is chosen, a charge will be made - see CHARGING AND REMISSIONS policy for details of charges.

- Where possible, sessions will be allocated according to parents' preference. If sessions are oversubscribed, places will be allocated using the over subscription criteria below.
- Allocation is limited to available session places.
- Parents are normally expected to take up the maximum number of sessions offered.
- Bespoke patterns of attendance are not possible.
- Parents will not be able to defer taking up a place - if the offered place is not taken up, the application must be considered afresh the next term.

- Additional sessions when available will be chargeable and will be offered on a term by term basis as they may be required for another pupil as part of their core entitlement.

30 Hours Funded Places for 3 Year Olds:

Parents should refer to the latest Government guidelines for information about qualification for this scheme. Registration forms should be accompanied by the child's eligibility code and the NI numbers of both parents or a single working parent (required for validation of the code by the Local Authority). The Governors may limit the number of 30 hours places available in each cohort. For the 2018 cohort this number is a maximum of 26. Governors will review the admission of 30 hours qualifying children each year in April.

Places for 2 Year Olds:

Places are available for either 5 morning or 5 afternoon sessions. Preference will be given to 2 year old children in receipt of 15 hours Government funding for early education. Where staffing allows, places will be made available to 2 year olds whose parents wish to self-fund an early education place. Charges will be made in line with the CHARGING AND REMISSIONS POLICY. Preference will be given to children whose parents wish to fund 5 sessions, then 4 sessions and then 3 sessions. It is not possible for children to attend for fewer than 3 sessions.

ALLOCATION PROCESS

- Applications will be considered on a termly basis.
- Allocated places must be accepted within 3 weeks or the offer will be withdrawn.
- Places will be available until the child reaches compulsory school age or until the parent withdraws the child (see CHARGING AND REMISSIONS POLICY).
- There will be no right to an appeal but parents will be given the opportunity to receive an explanation from the Headteacher in writing or personally if requested.
- The Local Authority will normally only consider cases where parents feel that this policy has not been applied correctly.
- Applications will not be considered on the length of time on a waiting list or by date of application.

LATE APPLICATIONS

- Late applications will be placed on the waiting list.

ABSENCE

Where waiting lists exist in any session or category:

- Any child with un-authorised absence for a period of 15 school days or a pattern of persistent absence may have their place withdrawn.
- Any child who has a holiday of more than 4 weeks, will have their place withdrawn and will be considered in the following term's allocation process.
- Any child with a withdrawn place must make a fresh application for a place.

LENGTH OF STAY

- A pupil's final term will be the term in which he or she will attain the age of 5 unless offered and accepted a school reception place within the Local Authority's admission arrangements and co-ordinated scheme.

OVERSUBSCRIPTION CRITERIA

- Priority will be given to children with Statements of Special Education Needs and Looked After Children (regardless of age) before the allocation of further places. Children with exceptional medical or social grounds*.
- Thereafter, applications will be considered against the following criteria:

Age	Oversubscription	Tie Breaker
5	A - All pre-compulsory school age 5 year old children	Within any of the over-subscription criteria priority will be given to the oldest applicant (ie by date of birth). If necessary thereafter to the applicant whose permanent home address is nearest to the nursery. Distance will be measure using the West Berkshire Geographical Information System taking a straight line from the home address and the nursery and not travelling distances.
4	B - 4 year old children with exceptional medical/ social grounds*	
	C - Siblings already in the Nursery	
	D - Living within the boundaries of West Berkshire Council	
	E - All other applicants	
3	F – 30 hour provision The governors have designated one class as a 30hrs class from September '17 (maximum 26 children). Governors will consider a termly update from the Headteacher and will formally review the provision in April '18. An eligibility code is required before a place in the 30hrs class can be confirmed. Priority will be given to children who have already been attending the nursery school. If a child becomes in-eligible they may be moved to one of the 15hr classes if the place is needed for an eligible child. A child who becomes in-eligible and then becomes eligible again will have priority for a 30hr place. Parents who are not eligible for 30hr funding but wish to self-fund may do so if there is space.	
3	G – Children who previously funded 2 year olds who are already attending Nursery School.	
	H - Siblings already in the Nursery.	
	I - Living within the boundaries of West Berkshire Council	
	J - All other applicants	
2	<u>Funded 2 year olds</u> Funded 2 year olds from within West Berkshire Council area.	
	Any other funded 2 year old	
2	<u>Self-funded 2yr olds</u>	

	Priority will be given to the applicant whose permanent home address is nearest to the nursery (see above tiebreaker).	
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* Exceptional medical/social grounds – if supported by professionals, e.g. Health Visitor or Pre-school teacher Counsellor

WAITING LISTS

- Waiting lists for places and sessions will be established for those who have not been offered places and priorities in the same order as the oversubscription criteria.
- Waiting lists will be amended within a term and non-compulsory school age applications; including 5 year olds of non-compulsory school age with the above criteria applying similarity.

TRANSPORT PROVISION

- Free home to school transport is not normally available for pre-compulsory aged children.
- Refused applications have the right of appeal.
- Fare paying seats may be available on transport contracted by the LA. A graded fare-paying system exists, based on radial distance, and discounts are available for additional siblings.