

# Easton Church of England Academy

## Nursery Admissions Policy 2021/22 (and 2022/23)

**Type of Document: Policy**

**DBAT Level: 4**

**Approval delegated to: Local Board**

**Date Adopted by LB if applicable: 8th December 2020**

**Review Period: Annual**

**Next Review Date: Term 2**

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
May 19		New Policy	Best Practise
Nov 20	3	Minor amendments to all day provision	Clarity
Nov 20	5	Addition of “Additional Notes”	Clarity and in line with School’s Admission Policy for Reception and In year Admissions

## Easton CE Academy Nursery Admission Policy

### For admissions for the school year 2021/22 (and 2022/23)

**Admission Number: 60 part-time places (30 full time equivalent)**

#### **Rationale**

Easton CE Academy is committed to providing a clear and transparent Nursery Admissions process that ensures equal access.

#### **Aims**

To provide the necessary information to enable parents to:

- make informed decisions on choice of Nursery
- request a Nursery place
- understand their responsibilities when entering into a parent/school relationship.

#### **Parents' Entitlements**

All children aged 3-4 are entitled to 15 hours of free childcare per week during term-time. Parents can claim those 15 hours from the beginning of the Term after their child's 3rd birthday.

Some children are entitled to an extra 15 hours of free childcare per week on top of the basic 15 hours ie 30 hours per week in total. To be entitled to 30 hours of free childcare per week all parents in the child's household must be working and earning the equivalent of 16 hours per week of the national minimum wage. Parents who think they might be eligible for 30 hours of free childcare should contact the HMRC to apply and to obtain an 11-digit code as proof of their eligibility. The code remains valid for 3 months, at which point parents should re-apply to the HMRC to obtain a new 11-digit code. Parents can check eligibility via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

#### **Easton CE Academy's Offer to Parents**

The Nursery is open from 9.00am to 3.00pm, Monday to Friday, term time only. Mornings sessions are from 9.00am to 12pm and afternoon sessions from **12.00pm** to 3.00pm.

For those children attending both the morning and afternoon session on the same day, lunchtime supervision is provided free of charge. Parents have the option of providing a healthy packed lunch for their child or purchasing a school meal.

We offer 60 Nursery places for children who are entitled to the minimum of 15 hours of free childcare. Parents can apply for their children to attend up to 5 sessions a week.

Of the 60 places available, there are 10 places for parents who wish to extend their child's basic entitlement of 15 hours of free childcare up to 30 hours. Parents can obtain extended childcare by either:

- claiming up to 15 extra hours of free childcare if they are eligible (see Parents' Entitlement above); or

- purchasing additional nursery sessions at a rate of £15 per session (fees are payable termly, one month in advance of the start of each of the six terms within the academic year)

The school may charge parents for some nursery provision that is beyond the core nursery offer eg trips and visits

### **How to Apply for a Place at Easton CE Academy**

Parents who would like to apply for a place for their child at Easton CE Academy Nursery should download a Nursery Admission Form from the school website (<http://www.easton-ce.academy>) or request one from the school office. This form should be completed and handed in to the office with the child's original birth certificate.

If the school is not oversubscribed all applicants will be offered a place.

### **How Easton CE Academy Nursery Allocates Places**

#### **Special Educational Needs**

All children whose statement of special education needs (SEN) or Education and Health Care Plan (EHCP) names the school will be admitted. Children with statements of Special educational needs and Education Health Care Plans follow the transfer arrangements set out in the SEN code of Practice and associated regulations and are not subject to the general admission arrangements

All places, whether for the core 15 hours or extended 30 hours provision, are allocated on a first-come first-served basis. When a parent applies for a place they will be informed whether they have been successful and given a starting date. If there are no places available the child will be added to a waiting list. Parents who have indicated that they are eligible for up to 30 hours of free childcare must produce their HMRC 11-digit code to prove eligibility within 10-days of being offered a place.

#### **Oversubscription criteria**

Should there be more applicants than the number of places available, the Members of the Local Board will admit in accordance with the following criteria, which are given in order of priority and which have been agreed between them and the Diocese of Bristol Academies Trust Main Board.

1. Children in Public Care and adopted children who were previously Children in Care.

Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, child arrangement order, or special guardianship order. In relation to school admissions a 'looked after child' is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to school.

2. Siblings.

Siblings of pupils in attendance at Easton Church of England Academy who will still be on roll at the beginning of the school year in September 2021/22. Siblings are brother or sister, half brother or sister, step brother or sister, foster siblings, adopted siblings, the child of the parent/carer's partner where the child for whom the place is sought is living permanently in the same family unit at the same address as that sibling.

3. Geography.

- i. Children living in the school’s area of first responsibility, which comprises the parishes Easton. (To view the Parish Boundary of Easton see Appendix 1)

In the event of over-subscription, priority will be given to those children living closest to the school within the area of first responsibility as measured in a direct line from the home address to the school.

- ii. After places have been allocated from within the area of first responsibility any remaining places will be allocated to those children living outside the designated geographical area as measured in a direct line from the home address to the school.

#### Tie Break

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the school; the available place(s) will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school.

#### Renewal of 30 hour codes

Parents who are eligible for 30 hours of free childcare must ensure that they re-apply to the HMRC every 3 months, obtaining a new 11-digit code each time they do so. If parents do not provide the Easton CE Academy school office with a new, valid code before their old code expires they will no longer be eligible for 30 hours of free childcare per week and their child will be unable to attend Easton CE Nursery for longer than the basic 15 hours. In such cases, the Nursery reserves the right to place the child in whichever sessions are available.

#### Appeals against Admission Decisions

Parents who wish to make a complaint about the way that the school has applied its admissions criteria should follow the School’s Complaints Policy, which can be found on the school website or by contacting Bristol City Council. Contact details for Bristol City Council are the Family Information Service [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0845 127 7 217

#### Transition to Reception

Parents should be aware that a place at Easton CE Nursery does not guarantee a place in Easton CE Academy’s Reception. If required, parents will be given details and support to complete an application for the school.

#### Additional Notes

- i. The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the main ‘carer’ as defined in Section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address the main address when allocating places will be the address where the Child Benefit is paid (if it is paid) and where the child is registered with a doctor.
- ii. Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a central point within the main school building using the Local Authority’s computerised mapping system.

- iii. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made a place will be offered to twins and children from multiple births. The remaining child(ren) will be considered under the sibling criterion if further places become available.

**Appendix 1 - Parish Boundary of Easton (outlined in orange)**

