



Nursery Admissions Policy

This Policy sets out the criteria by which children on the waiting list are admitted to the term time only Nursery.

This is:

- to ensure that there is a clear and fair procedure for allocating places
- to offer the 15 hours Free Entitlement to up to 40 children after their 3rd birthday
- to offer up to 30 hours in our Nursery for those families eligible
- to offer a Nursery place to those children with a Special Education Need and/or Disability (see note i)

We have a 40 place Nursery and offer up to 30 hours each week. This consists of 15 hours Free Entitlement for children after their 3rd birthday and an additional 15 hours paid for by parents/carers via child care vouchers or online, or the additional 15 hours may be funded due to eligibility. (See additional information sheet '**Facts and Finance**'). The 15 hours of Free Entitlement are offered Monday, Tuesday (8.45am – 3.20pm) and Wednesday morning (8.45 – 11.30am) or Wednesday afternoon (1.00-3.20pm) and Thursday and Friday (8.45am – 3.20pm). Our Nursery is open term time only from 8.45am until 3.20pm. Learning begins at 9.00am.

We review the Nursery Admissions Policy annually. Offers of places are made during the spring for admission in September of the same year. Children who are 3 years old by the end of August of that year, are eligible to apply. If a place becomes available during the academic year, it will be offered to the next child who is eligible, according to the criteria set out below.

How to apply:

A list of children who may be eligible for admission is kept in the School Office. To add your child's name to the Admission List, parents/carers need to come to the School Office to fill in an application form and show the child's Birth Certificate or Passport as proof of age. The position on this list is not a criterion for admission.

Offers of places will be sent out by May at the latest. When an offer of a place is made, parents/carers must accept or reject the offer within the time period stated on the offer letter. If we do not receive your reply within 2 weeks we will remove your child's name from the waiting list.

Admission Arrangements for 2019/20

St Mary Redcliffe Church of England Primary Academy has an admission number of 40 part-time pupils or 30 full-time pupils for entry into Nursery. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.

Where there are more applications than places available, allocations will be made in the following order of priority as set out in sections 1, 2, and 3 below.

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order.

- Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

2. Siblings: Where there are siblings in attendance at the school and who will still be on roll in the year of entry.

- Sibling refers to brother or sister, half brother or sister, step brother or sister or 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: Children living closest to the school as measured in a direct line from the home address to the school.

- 'Home Address: A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.'
- 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 point within the main school building using the Local Authority's computerised mapping system.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, direct line distance from home to school will be used as a tie-break. Where two or more applicants cannot be separated, the offer of school place will be determined by random allocation; the drawing of lots, and will be overseen by an independent person.

However, if children of multiple births (twins and triplets) and are tied for the final place, those siblings will be admitted over our Nursery Class size of 40.

Educational, Health and Care Plans

All children whose Education and Health Care Plan (EHCP) names the school will be admitted. Other children without an Education, Health and Care Plan will be subject to the general admission arrangements.

Admission to the Nursery does not grant an automatic right to a place in the Reception Class. Currently Bristol City Council (not SMRP) deals with admission procedures for entry into our school for Reception places. Application guidance is available online at www.bristol.gov.uk/schooladmissions . Applications for Reception places must be made online through Bristol City Council.

Regular attendance is required to maintain a place in the Nursery, but close liaison with Early Years Leads and our Family Link Worker will take place as appropriate if there are concerns regarding a child's attendance.

We try, but may not be able to meet a request for specific sessions.

Policy effective: January 2019
Updated annually: October

Facts and Finance

Lunch – Children may bring a healthy packed-lunch or a school meal may be ordered and paid for online. School meals cost £2.10 each.

Off-site visits – As part of their learning, children will have the opportunity to take part in off-site visits eg to the zoo or to Weston-super-Mare. Visits are connected to learning in class and so are always relevant and interesting. You will be told in advance when visits are taking place and will be asked to make a voluntary donation to cover the cost.

Nappies, wipes etc – We expect all children to be able to use the toilet before starting Nursery. If your child requires nappies you must provide these along with wipes etc. as necessary.

30 Hours Free – Some children are entitled to an additional 15 hours of free childcare per week. To be entitled to 30 hours free childcare, all parents in the child's household must be working and earning the equivalent of 16 hours per week at national minimum wage. If you think you may be eligible you should contact HMRC and apply for an 11 digit code. The code remains valid for 3 months after which time a new code should be applied for.

Non-funded sessions – If you are not eligible for '30 Hours Free', but would like to pay for additional hours at Nursery, the cost per session is £15 for three hours (9am-12pm or 12.30-3.30pm) and is payable online or by direct debit. We are unable to offer any sibling discount.

Child Care – We offer Child Care before and after school in our Early Years Breakfast Club (8-8.45am) for £2.50 and our Early Years After School Club (3.30-5.30pm) for £5 per hour.

Tax Free Childcare – Please contact the school office for further information.

Term Dates – Please see our website for a list of the current year Term dates.

Late collections – Children must be collected promptly at the end of their Nursery session. Late collections will be charged for at £5 for the first hour.