

Nursery Admissions Policy

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NURSERY ADMISSIONS POLICY

HORNCASTLE COMMUNITY PRIMARY SCHOOL

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ISSUE AND REVISION RECORD

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The capacity for the Nursery is 26 children with a Nursery Teacher and a Teaching Assistant.

All applications for places in the September of each academic year should be received in school by the **LAST DAY OF FEBRUARY** preceding the September when the child is to be admitted.

Application forms are available from the Office and the School Website.

In accordance with the code for special educational needs and disability, the allocation of school places for children with a statement of special educational needs will take place before our school allocates other places as part of the annual admissions process. If our school receives more applications than places, the following criteria will apply in the order listed:-

1. Recognised professional opinion showing that circumstances present a particular strong case for taking a child. (This will apply to up to 10% of places).
2. Medical reasons why the school is most suitable (for example wheelchair access).
3. Convenience of access, including, distance of the child's home from the school. The distance is measured from the house to the nearest school gate by road. (This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by driving distance, to the school in question. Equally, where a family possesses more than one home, the local authority will take as the home address where the family and child normally live for the majority of the school term time. We will investigate any concerns we may have about the accuracy of information provided on an application form and may withdraw the offer of a school place if there is evidence that fraudulent claims have been made).

Children in their preschool year are entitled to up to 15 hours free nursery sessions. Parents can choose whether these sessions are for half a day or a full day and can choose which days / sessions they would like their child to attend. Parents can split their funded sessions with another setting.

30 Hours Extended Childcare Entitlement

Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.childcare-support.tax.service.gov.uk/par/app/overview.

Children may become ineligible for the extended entitlement. Where this happens there is a **grace period** during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours. Schools collecting payments for unfunded hours should ensure that those hours are not returned on the schools census or funding portal return.

If parents would like extra nursery sessions and are not eligible for the 30 hours extended funding, they can pay £10.50 per session (3hrs). All nursery sessions booked cannot be changed weekly but must be booked a term in advance.

There is no law to say that nursery children must have a place and so there is no right of appeal against the decisions made.

If all those wanting places in the age group have been given places and there are spare places available, the school will consider children whose third birthday falls between 1st September and 31st December. Likewise if there are still spaces in the spring term children who turn 3 between the 1st January and 31st March may start in the summer term. This applies if the child is three years old at the time they start school.

It is important to note that even though your child has a place in Nursery at Horncastle Community Primary School, you still have to apply for a school place when they start Reception in the following academic year.