

# Christ Church (Church of England) Nursery School



## Admission Policy

Grow and learn together in the presence of God.

Updated: May 2024

## Christ Church (Church of England) Nursery School

The governing board is the admissions authority and is responsible for setting the admissions criteria to the Nursery School. Admission to the Infant School and Junior School are subject to the Local Authority admissions criteria and applications for admission to those settings must be made to the Local Authority.

Admission to the Nursery does not guarantee a place in the Reception Class.

The main point of admission for three year olds is in the Autumn term when the most vacancies are available following the transitions of four year olds to Primary School. If places are available after this time they will be available throughout the year.

Parents are eligible to 15 hours free nursery entitlement per week over 38 week period either 5 morning or 5 afternoon sessions.

A child is deemed to be of Nursery age from the term after their third birthday. The nursery can only admit children who are three and above.

### **Admission Procedure**

1. Parents are invited to contact the school for an informal visit if they would like to see our Nursery in action.
2. Parents wishing to apply for a place must complete an application form which can be obtained from the school office.
3. Forms should be returned to the office and they will be added to the waiting list. Children's names are added in order of date of birth/term of admission.
4. Admissions made in year following the September intake will be allocated on a first come basis if we are able to meet the child's needs.

We have 36 morning places and 36 afternoon places. A child applying for a 30 hour place will need to be allocated both sessions, plus a lunchtime care package.

(See the Nursery funding and eligibility information below).

5. Notification of place allocations will be sent out in the term prior to admission.
6. Where there is an oversubscription the admissions criteria will be applied.

### **Admissions Criteria:**

#### **1. Special Educational Needs:**

A child with an Education Health Care Plan which specifies the school.

With regard to children with special needs and disabilities, the school has adopted the LA admissions policy. We work hard to ensure that all pupils with special needs including those with disabilities have appropriate access to every day activities including off site visits.

#### **2. Children in Care** (as defined by Section 22 of the Children Act 1989).

### **3. Siblings-**

Where siblings attend the school and will be attending the Infant or Junior school at the time of admission.

#### **What is a sibling?**

*For admission purposes a sibling is one that resides at the same address as the child for whom a place is being requested and is one of the following:*

*Brother/Sister*

*Half Brother/ Sister – Share one common parent*

*Or Stepbrother/ Stepsister – Related by parent's marriage*

*Any other child (e/g/ foster child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order.)*

*The sibling connection only applies where families have siblings attending the school at the time of application as well as at the time of admission.*

### **4. Locality to the school**

Children living closest to the school gate in a straight line as determined by Google maps.

### **5. Date of birth – oldest child given priority.**

#### **Reserve List**

In circumstances where more applications are received than places available, and where oversubscription priority criteria has been applied, children who are not offered a place will be added to the reserve list in order of the criteria and not by date of application.

If a place becomes available at Nursery we will contact the parent of the child at the top of the list.

The reserve list is not a waiting list- if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list. Placing a child's name on the reserve list does not guarantee a place will become available.

#### **Withdrawing offers**

Once a written offer has been made it can only be withdrawn if:

- The parent had not responded to the offer within the timescale identified within the offer letter.
- Offers were made based on fraudulent applications
- Offers made on the basis of intentionally misleading applications
- A child is in receipt of more than their entitlement of Nursery education
- A child is registered at two maintained settings

- Parents opting for additional paid hours do not make payments in line with the paid hours agreement.

### **Refusal of admission**

A child is only refused admission if one of the following criteria are met:

- The Nursery has reached its' admission limit.
- The child is not of the appropriate age.

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place.

### **Childcare Arrangements**

Children are eligible to join our Nursery in the term after they are three. Parents wishing to access the 15 hours free childcare for three and four year olds do not need to apply through the digital childcare service.

Parents requesting 15 hours should complete the application form and return it to school.

Nursery children accessing the 15 hours of free childcare will be offered 5 sessions (3 hours per session) either mornings or afternoon places in a week.

Parents wishing to access the 30 hours free childcare entitlement must apply to do so through the [digital childcare service](#).

Parents are able to access the 30 hours free childcare for 38 weeks out of the year- i.e. during term time.

The sessions offered to children are as follows:

**For children eligible for 30 hours free childcare** – A minimum attendance of 5 morning and 5 afternoon sessions (3 hours per session ) in a week, with an additional payment of £5.00 per day for lunch time care (including meal).

Payments for the lunchtime sessions must be made one week in advance using the school's online payment system. If payments are not made in a timely manner and arrears are accrued 4 weeks notice will be served to inform parents of the withdrawal of the 30 hour place and a reduced 15 hour place will be offered.

Parents of children aged three and four must meet the following criteria in order to be eligible for 30 hours free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months).

- The parent should be seeking the free childcare to enable them to work.
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave.
- 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.
- If a non-European Economic Area national, the parent has recourse to public funds.

Parents should check their own eligibility for the scheme using the government's [Childcare Choices](#) website or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.

Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. Parents are urged to apply when the school advises them to do so. This will prevent codes expiring before the child is admitted.

If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the school with this information as soon as possible in order to avoid delay.

Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare. Therefore, applications in June will allow the three monthly re-verification required by the school to be completed in September. Earlier applications will result in the re-verification check falling in the summer holidays when the school is closed.

The LA will audit the eligibility codes at six points during the year to identify any children who have fallen out of eligibility. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.

If a parent falls into their grace period before their child has started a 30 hours place, they should not take up their 30 hours place. The grace period will not continue once a child has reached compulsory school age.

If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care. At this point parents will be offered the choice to either reduce to a 15 hour place or pay for the additional sessions.

A child will only be offered a 30 hour place if the school is able to meet their needs. The allocation of 30 hour place to a child with significant SEN or an EHCP will be considered on a case by case basis.

**30 hours for non-eligible Parents (New rates from 1st September 2024).**

Parents who would like to select the 30 hour option are able to do so if a place has been offered. Parents will be required to pay for the additional sessions at a charge of £4.98 per hour plus £5.00 per day for the lunchtime care (including meal). Alternatively, children can be collected and returned for the afternoon session.

Paid sessions will only be offered to children taking the full 15 additional hours.

Cost for Lunchtime care £25.00 per week.

Cost for 15 additional hours £74.70

Total charge= £99.70 per week

Parents are invoiced at the beginning of every month. If payments are not made in a timely manner and arrears are accrued 4 weeks notice will be served to inform parents of the withdrawal of the additional paid hours.