

	<p style="text-align: center;">Caverstede Nursery School</p> <p style="text-align: center;"><b>Admissions</b></p> <p style="text-align: center;">Statutory policy – to be reviewed annually</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Last Reviewed: 2019</b></td><td style="width: 50%; padding: 5px;"><b>Review Due: 2020</b></td></tr> </table>	<b>Last Reviewed: 2019</b>	<b>Review Due: 2020</b>
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## 1. CONTEXT

The purpose of this admissions policy is to ensure the transparent allocation of places for children to access integrated care and education at Caverstede Nursery School.

- We provide places for children aged 3 to 4 years who are eligible for their funded nursery education entitlement of 15 or 30 hours.
- Children receiving 2 year old funding and paid for places for children, (see appendix 1 for details).

As a guideline we aim to provide 20 part time equivalent places for children with SEND aged 2 to 4 years.

## 2. ALLOCATION OF PLACES

3.1 If Caverstede has a waiting list, places are allocated according to the following order:

- Current Nursery One children who wish to remain with us for their Nursery Two year will automatically be allocated a Nursery two place.
- Children with a statutory right to a place at the school through an education health and care plan naming Caverstede Nursery School
- Children 'looked after' and children who were 'looked after', but ceased to be so because they were adopted (see definition below)
- A child 'at risk' (or the sibling of a child 'at risk') who is subject of an inter-agency child protection plan (Referred by the Local Authority)
- Children receiving their 3 year old funding
- Children receiving their 2 year old funding
- Children who have a sibling on roll at the school at the time of application
- Children living within Paston and Walton Ward [as defined May 2016].
- Children living outside Paston and Walton Ward [as defined May 2016].

Places will be allocated to both children eligible for the three year old funding, and to two year old children who turn three within the term they take up the place, receiving their 2 year old funding.

If we still have spaces remaining, we will offer to children who turn three within two terms of taking up the place who receive 2 year old funding.

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If we still have spaces available these will be offered as daycare places for 2 year olds allocated by age [paid for places]

3.2 If a child is away from the school on holiday for more than 3 weeks, then their place may be offered to another child

### 3.3 Change in circumstances regarding a child's eligibility for a 30 hour place

If a parent's circumstances change and a child is no longer eligible to a 15 hours extended entitlement place, a grace period will apply so the child can continue with their place until a specified end date. After the grace period end date the child will no longer be able to receive the 15 hours extended entitlement place, however they will continue to receive the 15 hours universal entitlement place. In these circumstances the parent and Head Teacher will agree the pattern of attendance for the 15 hour's universal entitlement place. However, should a parent choose to pay for the sessions that were previously funded, they can do so and continue with the same sessions.

## APPENDIX 1

*Reviewed & Agreed: Children's Welfare & Equalities Committee Meeting 06/02/19*

## The free childcare entitlements are:

- **15 hours free early education per week, for 38 weeks of the year (term time), which equates to up to 570 hours over a year.** This is for 2 year olds whose families meet the eligibility criteria.
- **15 hours free early education per week, for 38 weeks of the year (term time), which equates to up to 570 hours over a year.** This is a universal entitlement for all 3 and 4 year olds.
- **30 hours free early education per week for 38 weeks of the year (term time), which equates to up to 1140 hours over a year.** This is for 3 & 4 year olds from working families that meet the eligibility criteria. The 30 hours entitlement will consist of: the current 15 hours universal entitlement which will be extended by an additional 15 free hours. The additional 15 free hours will be known as the '**extended entitlement**'.

Information on the funding available can be found on the website [www.peterborough.gov.uk/FIS](http://www.peterborough.gov.uk/FIS)

## **3-4 year old Nursery Education Funded Entitlement – 15/30 hours**

Children are entitled to their funding entitlement in the term following their third birthday

<b>Children born between</b>	<b>Eligible to Funding</b>
1 <sup>st</sup> April to 31 <sup>st</sup> August	Autumn Term: September to December
1 <sup>st</sup> September to 31 <sup>st</sup> December	Spring Term: January to March
1 <sup>st</sup> January to 31 <sup>st</sup> March	Summer Term: April to July

## **Definitions**

### Nursery One and Nursery Two

Nursery 1 - Children in the year prior to their Nursery Two year

Nursery 2 - Children in the year before their Reception year

### 'Looked after' and previously 'looked after' children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is

(a) in the care of a local authority, or

(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### Siblings and the position of twins

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application.

### Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.