

# The Killigrew Partnership

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## KING CHARLES NURSERY ADMISSIONS POICY MAY 2017

### Introduction

The Nursery at King Charles provides quality Early Years Education in line with the Department for Education's requirements outlined in the Early Years Foundation Stage (EYFS) guidance. Nursery provision at the school is the first stage in the school's Early Years Department giving a firm foundation for entry into the school's reception class. Attendance at the Nursery does **not** however, automatically guarantee a place in the school. Reception admissions are the responsibility of the Local Authority and the school has no influence in the process.

King Charles Nursery has up to 52 places. The Nursery environment and maximum child/staff ratios (1:13) determine that no more than 26 children are in the Nursery at any one time.

King Charles Nursery operates two teacher planned sessions, normally of 3 hours each day. The morning session runs from 8.30 am to 11.30 am. The afternoon session is from 12.00 pm to 3.00 pm. During these times the provision is planned by a qualified teacher who leads a team of Early Years specialist staff. The school recognises that our session times do not always fully meet the needs of children and families. Therefore we offer a limited number of full Day Care places. Together with the school's Breakfast and After School Club this provides flexible child care from Monday to Friday from 8am to 5.30pm each day.

The Governing Board of The Killigrew Partnership is responsible for the admissions to Nursery Classes. Parents do not have a statutory right to appeal to an independent panel in relation to Nursery admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy.

### Important dates

A child can be considered for a place in the Nursery from the start of the term following his or her third birthday. This will normally be for between three to five terms prior to entry into mainstream school. Parents and Carers wishing to apply for a place should contact the school office for an application pack shortly after a child's second birthday.

From September 2017 the admission bands will be as follows:

<b>Date of Birth Band</b>	<b>Date of Entry</b>	<b>Closing Date for Applications</b>
1 April 2014 – 31 August 2014	Autumn 2017	31 <sup>st</sup> March 2017
1 September 2014 – 31 December 2014	Spring 2018	1 <sup>st</sup> October 2017
1 January 2015 – 31 March 2015	Summer 2018	10 <sup>th</sup> January 2018
1 April 2015 – 31 August 2015	Autumn 2018	31 <sup>st</sup> March 2018
1 September 2016 – 31 December 2016	Spring 2019	1 <sup>st</sup> October 2018
1 January 2016 – 31 March 2016	Summer 2019	10 <sup>th</sup> January 2019
1 April 2016 – 31 August 2016	Autumn 2019	31 <sup>st</sup> March 2019

The Governors will consider applications by referring to this admissions policy. Parents will be sent a letter notifying them of the outcome of their application. Where possible this will be done at least half a term before an admission start date. Parents must confirm acceptance to the school **within two weeks of the offer**. They will then be asked to complete a parental contract with the school to agree the take up of up to 15 hours free entitlement of nursery sessions. Please note these 15 hours do not include Lunchtime, Breakfast Club or After School care.

The final decision on when a child is admitted, the number of sessions a child is able to attend and his or her pattern of attendance, rests with the Executive Head Teacher.

### **Rationale for Admissions**

Nursery places are allocated in date or birth bands. All applications must be received by the school before the relevant closing date for each band.

In the event that the nursery is oversubscribed the school will follow the same oversubscription criteria as the Local Authority uses for our reception class places. Children will be placed on the waiting list in date of birth order and the following criteria applied:

1. Children in care and children who were previously in care
2. Children with siblings who will still be attending King Charles School at the time of their admission
3. Children with an unequivocal professional recommendation from, for example, a doctor, school medical officer or educational psychologist
4. Children from a family who have a letter from their Priest agreeing that they regularly attend a Christian Church belonging to Churches Together
5. All other children

Once a place is offered a parent may choose to defer entry until a later date. In such a case we will not keep the place free for this child but will place them back on the waiting list for priority at the next admission point.

In the event that there are more children with an equal claim than places available, the following tie breaker will be applied:

- Children whose home address is closest to the school.

### **Rising 3 Places**

Children are generally offered a place the term after their 3<sup>rd</sup> birthday. However if we have places available we also offer rising 3 places. This means we can offer children a nursery place from the term in which they turn 3 years old, instead of the term after they turn 3 years old. e.g a child turning three between September 1<sup>st</sup> and December 31<sup>st</sup> should expect to start in the following January, however if there is a place available the child can start from the Autumn term before. These are known as 'rising 3' places and are 100% chargeable to the parent (with the exception of those 2 year olds in receipt of specific funding) as we do not receive any other funding for them.

### **Free Entitlement**

Currently all parents can access the free entitlement to early years provision which is at present for 15 hours per week for 38 weeks of the year. This can be taken over a minimum of three days with up to two providers. This is available for all three and four year olds and can last up to two years until the child reaches statutory school age. The application for free three year old funding is attached. There is funding available for some 'rising 3' children. For more information on how to qualify for this visit [www.cornwallfisdirectory.org.uk](http://www.cornwallfisdirectory.org.uk)

At King Charles School it is our opinion that children have a greater chance of success if they take all their 15 hours in one provision and take these hours regularly over 5 days for example 5 mornings or 5 afternoons. We try our best to offer parents the choice of hours they request. However this is not always possible. Parents can elect to change their hours at the next available point and choice of sessions will be given to existing parents prior to offering new parents available sessions. Changes to sessions will only be made at the end of each half term.

**Extended hours funding** It is not a requirement for us to provide places for the extended hours free entitlement; 30 hour funding. However, we are currently in the position to offer a small number of places at our nursery; numbers are restricted as we wish to continue to offer flexible provision to our families. Up to five places will be allocated and eligible parents are able to apply for a 30 hour place against the admission criteria; the eligibility rationale and link to applying for this funding is attached. The 30 hour funding may be split over two sites and therefore we will signpost other eligible parents to the Family Information Service, enabling them to make a decision on additional provision.

Application: families who have been allotted a 30 hour place by the school, will be offered sessions that run from 8.30 to 2.30; these sessions include lunch time. These children may bring a packed lunch or buy a cooked dinner. If a family wishes for their child to stay until 3pm, a small charge will be made for this additional time.

In the event that there are more children with an equal claim than places available, the tie breaker will be applied.

If you are offered one of these places, you will be expected to take up the full 30 hours and there will not be the option to defer the place.

In rolling out this policy, priority will be given to children that are already attending the nursery. If this leaves places available, the next round of admissions will be considered.

### **Review and Monitoring**

This policy will be reviewed annually by the King Charles Ethos Group and any recommendations for amendment will be made to the Killigrew Partnership Full Governing Board for approval.

This King Charles Nursery Admissions Policy for The Killigrew Partnership was agreed by the King Charles Ethos Group at their meeting on 8<sup>th</sup> May 2017.



**Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:**

- ✓ They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- ✓ This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- ✓ This applies whether you are in paid employment, self-employed or on zero hours contract.
- ✓ The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- ✓ Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- ✓ Where 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.
- ✓ Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- ✓ If a non-EEA national, the parent must have recourse to public funds.

**To apply follow the link below**

<https://childcare-support.tax.service.gov.uk/par/app/applynow>