



THE LIMES NURSERY SCHOOL AND CHILDREN'S CENTRE ADMISSIONS POLICY 2018-19

Review date: September 2019

Rationale

We aim to provide a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available. We aim to have a fair and clear way of allocating places.

We have the following places available

- 140 part-time Free places in our 3-4 year olds class
- 40 of which are 30 hours
- 20 part-time Free Entitlement places in our 2 year olds group
- 4 full time equivalent paying places in our 2 year olds group.

Session Times

2s Free Entitlement

- All children will be offered 15 hours.

This will be:

- 5 x 3 hour sessions Monday to Friday (term time only) mornings (8.45-11.45) or afternoon (12.30-3.30)

3-4s Class

- All children will be offered 15 hours.

This will be either:

- 5 x 3 hour sessions Monday to Friday (term time only) mornings (8.45-11.45) or afternoon (12.30-3.30)

- Five sessions over 2.5 days where the centre and parents agree it is in the best interests of the child and family. Sessions are Monday, Tuesday and Wednesday morning or Wednesday afternoon, Thursday, Friday.

Our Nursery School is open term time only and all places are offered on this basis.

Additional paid sessions are available but we are only able to offer them where costs can be fully covered and they are subject to availability.

We are an inclusive setting and parents are offered the opportunity to meet with the Head Teacher or other senior member of staff to discuss any additional learning, development or social needs.

The term 'parent' is used to denote all those who have responsibility for a child. This may include foster parents, step parents, grandparents or other carers.

Allocation of Places

3-4s Classes Allocation – September admissions

Priority is given in the following order:

1. Those children who are defined as 'Children in Care'; or children who were previously in care, but immediately after being in care became subject to an adoption, child arrangements, or special guardianship order.
2. Other children in need. This includes those with a disability, special educational need or who are at significant risk of under achievement. This is determined by the admissions panel.
3. Children already accessing their 2 year old Free Entitlement at The Limes two year old provision (NB This does not include those children accessing paying day care)
4. Children who have a sibling who are currently attending The Limes and will still be doing so when their brother or sister is admitted (NB This does not include those children accessing paying day care).
5. Those children living closest to the Limes as measured in a direct line from the home address to the school.

In-Year Admissions

1. If spaces are available, further places will be allocated in January to children who have reached their 3rd Birthday by December 31st. Offers of places will be sent out in the first week of November.
2. If spaces are available, further places will be allocated in April to children who have reached their 3rd Birthday by March 31st. Offers of places will be sent out in the first week of February.

In year admissions will be allocated on the basis of chronological age for children on the waiting list.

Admissions Process for Intake into our 3s-4s classes

The majority of children at the Limes attend for one year prior to moving onto a primary school reception class.

- The centre has an admissions panel consisting of three people with a range of expertise including at least one governor and the Head Teacher.
- This panel meets regularly throughout the year to ensure a fair and transparent process in the offer of Nursery places at The Limes.

In brief, this is as follows:

- When children are 2 years old, parents are invited to complete a registration form. They will be supported by staff in doing this and encouraged to provide as much information as possible.
- Offers of places will be sent out in the first week of May, for the following September. Children may not start in our Nursery before they are three years old. **Most** children will start in the September after they are three.
- When the offer of a place is made Parents will have an opportunity to request their choice of session times.
- Parents will be invited to visit the centre and meet centre staff, discuss their child's needs, ask any questions they may have and confirm their acceptance of the offer of a place.
- We will need to see the child's birth certificate.
- All families will be offered a home visit prior to the child's start date.
- We will ask the parent to stay for at least the first three sessions. Sometimes it may take several days or a week for the child to settle fully.
- Children have staggered start dates to enable them to settle happily.

2 Year Old Free Entitlement Allocation of Places

Entitlement for free two year old places is determined by criteria published by Central and Local Government. Eligible 2 year olds will be given a nursery place from the term (September, January, April) after their second birthday (if spaces are available). To access a free 2 year old place parents must complete a Bristol City Council Application form. These are available at the Limes or you can apply online via the link

<https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>

Bristol City Council Early Years Team will check your eligibility and if you meet the criteria they will add your child's name to our waiting list. Places are allocated as soon as a space becomes available.

Extended Entitlement - 30hr Nursery places

Eligibility Criteria for Extended Entitlement (free 30hr places)

Eligibility for a 30hr place is as follows:

- Children need to be 3 before the term in which the claim is made.
- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay

- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register for a 30hr Nursery Place parents must register on-line at www.childcarechoices.gov.uk and obtain an 11 digit code from Her Majesty's Revenue and Custom (HMRC). This code must be shared with The Limes prior to the offer of any Extended Free Hours.

The 30 hour Extended entitlement will be offered as:

- 4.5 days 8.45am-3.30 pm, term time only.
- The half day non-attendance will either be Monday morning, arriving at 12.30 or Friday afternoon leaving at 11.45.
- If parents opt to take the extended but not the free entitlement the sessions offered will follow the pattern of the free entitlement above.

Only a valid 30 hours code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. The school will not hold a place for a child whose parent/carers is still 'applying' or 're-confirming' or has lost their 30 hours code. The code must be accessed online by 31st August, 31st December or 31st March. Codes need to be re-confirmed with HMRC every 3 months and it is the parent/carers(s) responsibility to maintain this.

Grace period

If a parent is not able to re-confirm their 30 Hours Code, there is a short period of time where the child can continue to access their Extended Free Hours which is known as a 'Grace Period' A child who becomes ineligible during the first half of a term should be funded until the end of that term or for as long as they remain under Compulsory School Age, whichever is shorter.

A child who becomes ineligible during the second half of a term should be funded until the end of the following term or for as long as they remain under Compulsory School Age, whichever is shorter.

When the grace period ends the place will revert to a universal 15 hour place only. If the place is filled by the time the code is reconfirmed a further 30hr place can be refused. The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

Paying Places and Additional Paid Sessions

Paying daycare for 2 year olds and paid additional hours are allocated on a first come first serve basis. The financial sustainability of the nursery schools is paramount and so we reserve the right to offer sessions only when uptake makes the provision financially viable.

2 Year Olds

- 4 Full time equivalent places are currently reserved for paying families in our 2 year olds group

- Paid sessions are offered as follows:
- Monday to Friday 8.45 – 3.30
- Monday and Tuesday 8.45 – 3.30
- Thursday and Friday 8.45 – 3.30
- Monday and Tuesday 8.45 – 3.30, Wednesday 8.45 – 11.45
- Wednesday 12.30 – 3.30, Thursday and Friday 8.45 – 3.30
- After School Club 3.30 pm to 4.30 pm

- To access a paying place parents must register their child’s details by completing a registration form with additional 2 year old daycare information.
- Parents may register their child as soon as they have reached their first birthday.
- Places are allocated on a first-come, first serve basis, using the date of the signed registration form

3 Year Olds

Where space is available after all eligible three year old children have taken up their free 15 hour entitlement, parents may apply to extend their child’s hours by buying additional sessions as set out below

- | | |
|---------------------|--------------------|
| ▫ After School Club | 3.30 pm to 4.30 pm |
| ▫ Monday morning | 8.45-12.30 |
| ▫ Friday afternoon | 11.45-3.30 |