

St Anne's Infants School

Nursery Admissions Policy

Introduction:

This policy uses the same criteria as Bristol City Council's Admissions to Primary School, which have been widely consulted upon and comply with admissions legislation.

The policy sets out the criteria by which the 15 hours universal free places are offered and the further 15 hours free child care are offered to eligible families. For further information on eligibility please see www.gov.uk.

Criteria for offering 15 hours core or universal provision

In line with the LA admissions criteria, places will be offered, initially to children who are 3 by the 31 August according to the following criteria:

Children with an Education, Health and Care Plan follow the transfer arrangements set out in the SEN code of Practice and associated regulations and are not subject to the general admissions arrangements. Other children without a Statement of SEN/Educational, Health and Care Plan will be subject to the general admissions arrangements as set out below.

1. **Children in Care** or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order. (Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.)
2. **Children who already attend the Nursery** - Children who started Nursery between their 3rd birthday and the September following this and therefore still eligible for a Nursery place.
3. **Siblings** - Where there are siblings in attendance at the preferred school or paired junior school and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.
4. **Staff** – Next, priority will be given to children of staff who are employed by St Anne's Infants' School including all teaching and non-teaching staff who;
 - a. have been employed at the School for at least two consecutive years at the time at which the application for admission is made;

St Anne's Infants School Nursery Admissions Policy

or b. were recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.

Children of staff include their natural or adopted children, children placed with the staff member on a long-term foster placement, their step-children (i.e. their spouse's children) and the children of their partner who live with them. In all cases, the child must live at the same permanent address as the staff member, on the days that attendance at Nursery has been requested

A staff member is an employee of St Anne's Infants' School with a permanent contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by St Anne's Infants' School at the time of their child's admission to Nursery.

5. **Geography** – Children living closest to the school as measured in a direct line from the home address to the school. 'Home Address: A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.' The school's address is assumed to be BS4 3QJ.

Any 15 hour universal free places that are not filled by children who are 3 by 31 August will be offered, against the above criteria, to children after their 3rd birthday or children who will be 3 by 31 December, 31 March the following year, who will be able to fully access the Nursery place.

These places will be reallocated by the School Business Manager and Head Teacher, as quickly as possible to maximise the use of the resource. A phased induction period will be operated to ensure that the child benefits from the placement. This might include limited hours within the session and or limited sessions. Places will be offered using the criteria above, taking into consideration the spaces available.

As the Nursery class is part of the Infants' School the same policies apply. The school reserves the right to withdraw a place if the absent rate is excessive.

Eligibility for 30 free hours of child care

Families/households are eligible for 30 hours free child care if the following apply

St Anne's Infants School Nursery Admissions Policy

- All parents (whether two-parent or lone parent) are working and earning the equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal credit) to an individual maximum earning that does not exceed £100,000
- One / both parents is away on leave (parental or maternity)
- One/both parents is on Statutory sick pay
- Parents on zero-hours contracts, self-employed
- One parent is employed and the other parent has either substantial caring responsibilities and or disability, is a foster care with their own three – four year old

Households will need a current and valid Government Gateway ID – if this is not supplied or not renewed the additional 15 hours free child care will be lost as of the end of any seasonal term.

30 hours free child care offer

The School will offer 30-hour places within the school day from 9:00 – 3:00 five days a week, using the above criteria. Parents who are eligible for 30 hours free child care may still choose to take up 15 hours within the school day and up to 15 hours at a second provider such as a child minder or alternative setting. Parents who are eligible for 30 hours free child care must take all 30 hours or 15 hours; we are unable individualised hours or sessions which use between 15 and 30 hours.

Top-up hours

When agreeing paid nursery slots, parents agree that there is no guarantee of slots being continued beyond the end of any given term

In the event of Nursery places not being filled, the Nursery reserves to the right to offer additional paid sessions to existing Nursery users only. Sessions will be charged at £20 for half a day, £40 for a full day. These cannot be used as part of the 30-hour entitlement. We cannot guarantee that any paid sessions taken by children who have started Nursery before the September after their 3rd birthday will be continued in the following year.

Top up sessions must be agreed before the start of term, and the same days must be booked throughout the term (eg if you have a top up session on a Wednesday afternoon, it cannot be swapped for other days, unless it is at the start of a new term). There may be rare occasions where we can accommodate last minute care due to emergencies (ratios permitting), but this will be on an ad-hoc business.

Should there be more demand for a particular session than available places, the school will make a decision based on the following criteria:

St Anne's Infants School Nursery Admissions Policy

- Siblings – as defined on page 2
- Geography – as defined on page 2

All top up hours must be paid for using the school's online payment system. Debit balances on our payment system are not permitted.

When the school agrees to paid additional hours it does so in blocks of 1 old-style term (eg places offered in September, are then re-evaluated for January, which is then re-evaluated for the beginning of the term following Easter). The school cannot guarantee paid places will be available for a longer period than this, due to the possibility of children eligible for core hours requiring a place.

Offers of places – procedure

Places will be offered in the first week of May in accordance with the LA instruction. The admissions panel consisting of the Headteacher, School Business Manager and governors will meet in April to make final decisions in readiness for the May deadline and use the information on the application forms.

Prior to the April meeting, a database will be created of expressions of interest for places – which criteria as above the children meet, the preference expressed on the application form and the distance from home to school.

If a family is offered a place, but not of their choice, and subsequently a place of their choice becomes available they will be offered that place above any further families who apply after 1 May offer deadline.

Concerns

Any parent wishing to raise concerns about the allocation of places may do so through the normal complaints procedure, a copy of which is available on the school website at www.stannesinfants.co.uk

Note admission to the nursery class does not guarantee an automatic right to a place in Reception at St Anne's Infant's School. Allocation of Reception places is administered by the Local Authority using the criteria as clarified on their website at www.bristol.gov.uk

Next review: March 2025