

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-hour universal free places are offered and the further 15 hours free childcare 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 years old 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. Children without an 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 are 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** - 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;
 - or
 - b. were recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.

St Anne's Infants School



Nursery Admissions Policy

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/carer (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 and distances are measured using <https://www.freemaptools.com/how-far-is-it-between.htm>

Eligibility for 30 free hours of childcare

Some families/households are eligible for 30 hours free childcare. Information on eligibility criteria can be found here: <https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

You can check if you are eligible and apply for an eligibility code here: <https://beststartinlife.gov.uk/eligibility-checker/>

30 hours free childcare offer

The School will offer 30-hour places within the school day from 9am – 3pm, five days a week, using the above criteria. Parent/carers who are eligible for 30 hours free childcare may still choose to take up 15 hours within the school day and up to 15 hours at a second provider such as a childminder or alternative setting.

St Anne's Infants School



Nursery Admissions Policy

Parent/carers who are eligible for 30 hours free child care must take all 30 hours or 15 hours; we are unable to offer individualised hours or sessions which use between 15 and 30 hours.

Unallocated places

Any 15-hour universal free places that are not filled by children who are 3 years old by 31 August will be offered, against the above criteria, later in the year.

Children who are 3 years old by 31 December will be offered a place to start in January. Children who are 3 years old by 31 March will be offered a place to start in April.

All children must be fully able to access the Nursery place.

These places will be allocated 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.

Top-up hours

In the event of Nursery places not being filled, the Nursery reserves to the right to offer additional paid sessions to existing Nursery users. 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.

Top-up hours are only guaranteed for one long term (September – December / January – March / April – July) due to the fact that we will prioritise filling unallocated places to families entitled to the 15-hour universal offer from January and April.

Offers of places

The deadline for applications for a September place is 15 March.

The admissions panel, consisting of the Headteacher, School Business Manager and a governor, will meet to allocate places against the above criteria.

September places will be offered on 31 March.

St Anne's Infants School



Nursery Admissions Policy

Concerns

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

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: January 2027