Nursery Admissions Policy

Approved by: **The Governing Body**	**Date:** Nov 26
Signed:	

Howard Park Community School

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Nursery Admissions Policy

Responsibilities

Responsibility for making decisions regarding admissions to the school's nursery class lies with the Headteacher and Governors of the school. The Headteacher is also responsible for the day-to-day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

Age Range

Our school operates a maintained nursery setting that welcomes children from the term after their third birthday, subject to available places. Children become eligible for entry at the start of the autumn, spring, or summer term following the date they turn three, aligning with statutory early years funding entitlements. Where capacity allows, rising threes may join at the relevant termly intake point so they can settle smoothly into daily routines and early learning alongside their peers. Admission to the nursery does not guarantee or affect a child's application for a Reception place at the school, for which parents must apply separately in line with local authority and school admission arrangements.

Child's 3rd birthday falls between:	A place can be accessed from:
1st January and 31st March	1st April (or the start of the Summer term)
1st April and 31st August	1st September (or the start of the Autumn term)
1st September and 31st December	1st January (or the start of the Spring term)

Applying For A Place At Howard Park Nursery

Parents should apply for nursery school place no later than the dates indicated on the table below. Application forms are available from the school.

Term start date:	Application deadline:	Parents will be notified by:
Autumn Term	1st May	1st June
Spring Term	1st October	1st November
Summer Term	1st February	1st March

The Headteacher will keep a list of children's names and the names and addresses of the parents who have requested a place in the nursery class. This will be called the *nursery admissions list*.

The length of time a child's name has been on the admissions list will not be taken in to consideration.

The head teacher will inform parents by letter whether it has been possible to allocate their child a place.

Data Protection

All personal information will be processed under strict data protection guidelines, following the General Data Protection Regulation. Please see our Privacy Notice on the school website which explains how your personal information is processed.

Allocation Of Places

All children will be considered equally for a funded early years place, regardless of whether they may eventually apply for a place in the reception class in our school.

Conversely it needs to be clearly understood that a child attending our school for their early years entitlement is not given priority into our reception class.

Parents will need to apply separately for a reception class place. The responsibility for admission to the reception class rests with the local authority as explained in the Kirklees Primary School guide for Parents.

Criteria For Admission

We will endeavour to meet parents' preferences for Nursery place, however, children entitled to 30 free funded hours will be given priority. If there are more applications than places available specific criteria will be used.

The Criteria

Priority for a nursery place will be given to:

1. Looked after children, children on the child protection register of those who are thought to be at risk of abuse or neglect. (Examples may include children who are active cases for social care colleagues and children on the child protection register);
2. Children who live in the Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
3. Children who live in the school's PAA;
4. Children who live outside the PAA but who have an older sibling attending the school from the same address at the date of admission (the sibling rule)
5. Children who live outside the schools PAA in age order

Within any priority band, places are allocated by straight-line distance from home to school (using National Land and Property Gazetteer grid co-ordinates) with lots drawn if distances are identical (such as in flats)

Waiting List

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, it will be possible, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered on a termly. Only in exceptional circumstances will children be able to start at nursery in mid-term. The funding system is calculated termly with all children being head counted on a specific date in accordance with DfE deadlines.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term or if a place becomes available. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place at another setting may need to be sought.

Transfers

Transfer from one nursery to another can only happen at the start of term unless there is a significant change of address. A transfer is dependent is dependent on a place being available and school being able to claim the appropriate funding.

Right of Appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the headteacher will be happy to discuss any concerns parents may have about the allocation of places.

Places

At any one time we can offer up to 24 places that are funded for 30 hours. If all the 30 hour places are not filled, pupils wishing to access funded places for 15 hours (4 places for morning sessions and 4 places for afternoon sessions) will be offered.

Funding

We are able to provide either 15 or 30 hours funded childcare places dependent on availability.

The universal 15 hours funded places are available to all children aged 3 & 4. Children are able to attend either the first half of the week (all day Monday and Tuesday and Wednesday morning), or the second half of the week (Wednesday afternoon and all day Thursday and Friday).

30 hours funded places are available to eligible children. For more information on eligibility and how to apply please visit the following website: https://www.childcarechoices.gov.uk Our 30 hour sessions run from 8:30pm to 3:30pm (with an additional 1 hour lunch requiring an additional charge to cover supervision). If your child is eligible for 30 hours funding parents must provide their eligibility code, National Insurance number, child's date of birth and signed consent form

for the school to verify the code. Parents must ensure that they reconfirm their eligibility code when prompted by HMRC.

If your circumstances change and your child is no longer eligible to 30 hours funding they would continue to attend Nursery sessions until the end of the grace period. After that, your child may continue to attend Howard Park Nursery for 15 universal hours which can be taken either at the start of the week or the second half.

The childcare funding is not intended to cover consumable or trips therefore parents must send their child with either a packed lunch, or a school meal can be purchased at the relevant cost. All additional costs must be paid for via the Arbor app.

We provide childcare for 38 weeks of the year (school term time only).

Lunchtimes

A charge of £3.50 per day applies to cover supervision during lunchtime. Lunchtime supervision is not included within the 15-hour or 30-hour funded early education entitlement. This charge is payable weekly via the Arbor app.

Disability Access Fund (DAF)

From April 2017, the DfE have awards schools £975 per year (2026 – 27) to support children in receipt of Disability Living Allowance. Please let us know if your child receives DLA.

Early Years Pupil Premium

Some Nursery children will be eligible for EYPP funding. EYPP will be calculated on the information provided on the Parent Agreement. Kirklees Council carry out a termly check for eligibility and will notify the school. Eligible parents will then be notified termly in writing by the school.

Monitoring And Evaluation

The Governing Body reviews this policy annually. They may, however, review the policy earlier than this if the government, or the LA, introduces new regulations, or receives recommendations on how the policy might be improved.