Newport Infant and Nursery School

Nursery Admissions Policy

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Contents

1. Legal Framework 2
2. Free childcare arrangements 3
3. Eligibility for 30 hours free childcare 3
4. Application timetable 4
5. Oversubscription 5
6. Reserve List 5
7. Withdrawing offers 5
8. Refusal of admission 6
9. Transition arrangements 6

Statement of intent

Newport Infant and Nursery School aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class.

The governing board is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at Newport Infant and Nursery School.

1.Legal framework

This policy has due regard to legislation and guidance, including, but not limited to, the following:

Legislation

- Children Act 2004
- Adoption and Children Act 2002
- Children and Families Act 2014
- Education and Adoption Act 2016
- Childcare Act 2016

Guidance

- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2017) 'Early education and childcare'
- DfE (2017) 'Early years entitlements: operational guide'

2. Funded childcare arrangements

2.1. Newport Infant and Nursery School can accommodate a maximum of 39 nursery places for rising threes upwards and 15 for two year olds.

2.2. The school offers 15 hours funded childcare places for eligible families the term after a child's 2nd birthday.

2.3. The school offers 30 hours funded childcare places as an extension to the universal 15 hours free childcare the term after a child's 3rd birthday.

2.4. Parents wanting to access the universal 15 hours funded childcare for 3 and 4 year-olds do not need to apply for this.

2.5. Parents wanting to access the 15 hours (2 years olds) and 30 hours (3-4 year olds) funded childcare entitlement must apply to do so through the https://www.childcarechoices.gov.uk

2.6. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time.

2.7. We offer flexible sessions between the hours of 8am – 6pm, term time only. These sessions have set start and finish times which must be adhered to.

3. Eligibility for 15 and 30 hours funded childcare

3.1. Parents of children aged two, three and four must meet the following criteria in order to be eligible for 15/30 hours free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent should be seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- 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
- If a non-European Economic Area national, the parent has recourse to public funds

3.2. Parents should check their own eligibility for the scheme using the government's Childcare Choices website.

3.3. Parents can only start claiming their 15 and 30 hours funded childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible.

3.4. If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the funded childcare cannot be claimed until the code has been verified, parents should provide the school with this information as soon as possible in order to avoid delay.

3.5. Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

3.6. The LA will audit the eligibility codes at six points during the year to identify any children who have fallen out of eligibility.

3.7. If parents cease to meet the eligibility criteria, they will receive a 'grace period' of six weeks – i.e. they will continue to receive the 15/30 hours free childcare for a short period of time.

3.8. If a parent falls into their grace period before their child has started a 15/30 hours place, they should not take up their funded place.

3.9. The grace period will not continue once a child has reached compulsory school age.

3.10. A child who becomes ineligible during the first half of a funding block will be funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as they remain under the compulsory school age, whichever is shorter.

3.11. A child who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as they remain under the compulsory school age, whichever is shorter.

3.12. If a child aged 3-4 becomes ineligible for the funded childcare, they will still be entitled to 15 hours of free care.

3.13 If a child aged 2 becomes ineligible for the funded childcare, an hourly charge will be applied unless cancellation notice of two weeks is received.

4. Application timetable

4.1. A child is deemed to be of nursery-age from their second birthday. Rising 3s (children who have their 3rd birthday during the term for which they are applying) may be admitted, subject to availability and admission criteria.

4.2. Parents may register their interest in a place at the nursery at any time.

4.3. Application forms can be obtained from the school office or the school website.

4.4. Where places are remaining, later admissions are possible, up to the agreed admissions limit.

4.5. Places offered are available for the child from the date the place is offered, until 31 August following their fourth birthday.

4.6 Children who attend the Nursery at the age of 2, can move into the 3-4 year old provision the term following their 3rd birthday. Children starting at our nursery who are 3, will begin at the beginning of the next term after they turned 3.

5. Oversubscription

5.1. Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

5.2. Children with an EHC plan that does not name the school will be referred to the School Admission Team to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

5.3. The oversubscription criteria, set out in priority order, are as follows:

- LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
- Children who will have a sibling attending the nursery or the main school at the time of admission
- Children of staff who have been employed at the school for two or more years at time the application for admission is made.
- All other children

5.4. Where there is a tiebreak scenario within the criteria, priority will be given by date of birth, with the older child given priority.

6. Reserve list

6.1. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.

6.2. If a place becomes available, the nursery will contact the parents of the child at the top of the list.

6.3. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.

6.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

7. Withdrawing offers

7.1. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within 10 days.
- A child is in receipt of more than their entitlement of nursery education 8. Refusal of admission

8. Refusal of Admission

8.1. A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

8.2. Parents do not have a statutory right to appeal against the school's refusal to award a place to their child.

8.3. Parents may appeal to the special educational needs and disabilities (SEND) tribunal against the provision named by the authority in the EHC plan.

9. Transition arrangements

9.1. Parents are invited to visit the school prior to the transition.

9.2. Further visits are arranged according to the child's needs.

9.3. Separate transition meetings are held for children with EHC plans, involving all agencies.

Please note that enrolment in Nursery does not give an automatic right for a child to continue their education in Reception at Newport Infant and Nursery School. A separate application will need to be made for Nursery children who wish to start the Newport Infant School and Nursery.