

Early Years Provision Admissions Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Sep 2017	Sep 2018	Resources Committee	Governing Body	Michelle Knott

AIM OF THIS POLICY

To ensure the admission criteria for The Devonshire Nursery and Primary School Early Years Provision are clear and that there is flexibility within the system to accommodate children and families in exceptional circumstances.

The Governing Body is responsible for the Admissions Policy.

OVERVIEW

The Early Years Provision within our school is committed to providing excellent quality integrated education and care to children, 2 to 5 years old within the local community.

Your child will learn through play, in structured sessions planned by skilled Early Years teachers and professionals. They will provide play activities suited to your child's interests and provide a teaching and learning environment that is stimulating and challenging.

The school is registered with Ofsted to provide places for children aged 2-5. The number of places is determined by Ofsted, staffing ratios and the staff available at School. **From September 2017**, the School will offer both part-time (15 hours) and full-time (30 hours) places up to a maximum of 30 morning and 30 afternoon sessions for children aged 3 to 4; and 8 part-time 2-year-old places (4 morning and 4 afternoon).

Children attend 5 days a week. Part-time places are either 5 morning or 5 afternoon sessions of 3 hours each to make up the entitlement of 15 hours. Full-time places comprise of five 6 hour days per week for a total of 30 hours.

This provision is on offer for Term Time Only.

ALLOCATION OF PLACES

We have one admissions intake in September of each year, applications for which should be submitted by the end of March of the same year. If vacancies arise during the year, we will fill them in accordance with the admissions criteria.

2-year-old Early Education Entitlement

Currently we offer 8 part-time places for 2 Year olds. Children are admitted via the Local Authority if they meet the eligibility criteria from the term following their 2nd birthday to the term following their 3rd birthday.

To find out if you meet the eligibility criteria please contact Haringey Council:

<http://www.haringey.gov.uk/children-and-families/childcare-and-early-years/childcare-costs/free-early-education/free-early-learning-two-year-olds>

3-4-year-old Part Time Nursery places

All children are entitled to 15 hours of Free Early Education from the term following their third birthday. Admission to the nursery is managed directly by the school; therefore, applications must be submitted to the school office.

3-4-year-old 30 Hour Nursery places

Parents may be eligible for 30 hours free childcare if they meet the eligibility criteria. Parents can usually get 30 hours free childcare if they (and their partner, if they have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £120 if they are over 25

Parents must sign up online to get an eligibility code and then bring it to the school for validation. They will be required to complete a self-declaration every 3 months by signing onto the Eligibility Checking System to confirm they still meet the eligibility criteria.

For further information about 30 hours free childcare, including how to apply, please visit:

<https://www.childcarechoices.gov.uk/>

3-4-year-old Additional Hours

Parents not eligible for 30 hours free childcare may pay for 15 additional hours on top of the universal entitlement of 15 hours. The school will usually only offer this provision if there are unfilled places and no other children on the waiting list.

Parents must agree to terms and conditions in the nursery offer acceptance form, including payment in advance. Fees will be determined annually by the Governing Body and will be detailed as part of the school's Charging and Remissions Policy.

ADMISSIONS CRITERIA

The following criteria determine which children are offered a place; they are listed in order of priority:

Children with an Educational Healthcare Plan, will be admitted in accordance with Section 324 of the Education Act 1996.

Looked After Children (LAC) - Children who are looked after by a local authority or were previously looked after. It also applies to children who are subject to adoption, residence, or special guardianship order. Children in care means children who are in care of a local authority in accordance with section 22 children Act 1989.

Social/Medical - Children who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined need of the child.

Siblings - Children with a brother or sister already attending the school and who will still be attending on the date of admission. This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all cases, siblings must be living at the same address as the child for whom the application is being made.

Distance - Children living closest to the school.

The **tiebreaker** for all criteria - children living closest to the school measured in a straight line from the post office address point from the child's home, to the post office address point of the school, supplied by

the Royal Mail using a computerised mapping system. The tiebreaker for two or more applications equidistant from the school will be a random allocation using a computerised system.

Multiple births - If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, The School will consider for going over their published admission number. A multiple birth is the birth of more than one baby from a pregnancy.

Deferred place – before compulsory school age. The School Admissions Code states that Admissions authorities must provide for the admission of all children in September following their fourth birthday but parents have the right to:

- Request that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- Request that their child takes up the place part-time until the child reaches compulsory school age.

4-5-year-old Reception class places

We offer 60 places for children in Reception. Children are admitted via the Local Authority if they meet the eligibility criteria from the term following their 4th birthday.

Please note: if your child is enrolled at The Devonshire Hill Nursery, they will not automatically continue into the Reception at the school - you must apply for a Reception place.

To find out if you meet the eligibility criteria please contact Haringey Council:

<http://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-primary-school-2015>

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy has been reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 20th September 2017.