

The Devonshire Hill Nursery & Primary School Nursery Admissions Policy

Statement of intent

The Devonshire Hill Nursery & Primary School aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception.

The governing body 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 the school.

Ratification date: November 2020	Review date: July 2021
This policy is reviewed annually by the governing body and headteacher.	
Headteacher	Chair of Governors

1. Legal framework

- 1.1. This policy has due regard to legislation and guidance including, but not limited to, the following:
- 1.2. Legislation
 - Childcare Act 2006
 - Childcare Act 2016
 - Data Protection Act 2018
 - The General Data Protection Regulation
- 1.3. Guidance
 - DfE (2014) 'School Admissions Code'
 - DfE (2012) 'School Admission Appeals Code'
 - DfE (2018) 'Early education and childcare'
 - DfE (2018) 'Early years entitlements: operational guide'

2. Free childcare arrangements

- 2.1. The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year for every eligible child in the local authority (LA) from the relevant dates outlined at 2.3.
- 2.2. Children are eligible for free childcare from the relevant dates (outlined at paragraph 2.3) up until the beginning of the term following their fifth birthday.
- 2.3. With regards to the age criteria, pupils will be eligible as follows:
 - Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
 - Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
 - Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday
- 2.4. The school offers 15 hours per week over five days as either morning or afternoon sessions.
- 2.5. The school offers 30 hours free childcare as an extension to the universal 15 hours free childcare.
- 2.6. The school adheres to the staff to child ratios detailed in the Early Years Foundation Stage (EYFS) Statutory Framework and can currently accommodate a maximum of 8 children to 1 adult.
- 2.7. The school does not allocate a specific number of 15 or 30 hours places, instead ensuring session capacity does not exceed the aforementioned ratios.

- 2.8. Staffing arrangements are assessed to ensure the needs of all children are met to ensure their safety.
- 2.9. Parents wanting to access the universal 15 hours free childcare for three and four-year-olds do not need to apply for this through the digital childcare service.
- 2.10. For children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a pro-rata'd number of free hours to reflect the portion of the year remaining.
- 2.11. The LA will ensure that any three or four-year-olds moving to England from another country can access their free place on the same basis as other children.
- 2.12. Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the digital childcare service and present their eligibility code to the school for validation.
- 2.13. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time.
- 2.14. Parents may be eligible for tax-free childcare through the digital childcare service to cover additional childcare costs and are encouraged to check via [Childcare Choices](#).
- 2.15. The sessions offered to nursery children are as follows:
 - For children eligible for 30 hours free childcare – of which lunchtime is included (see section 8), between the hours of 9:00-15:00
 - All other children – three hours free childcare daily, between the hours of 8:45-11:45 (morning session) or 12:15-15:15 (afternoon sessions).

3. Eligibility for 30 hours free childcare

- 3.1. Parents of children aged three and four must meet the following criteria in order to be eligible for 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 or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.
- 3.3. Parents can only start claiming their 30 hours free 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 free 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. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they continue to receive 30 hours free childcare for a short period of time.
- 3.7. If a parent falls into their grace period before their child has started a 30 hours place, they should not take up their 30 hours place.
- 3.8. The grace period will not continue once a child has reached compulsory school age.
- 3.9. 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.
- 3.10. 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.
- 3.11. If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care.
- 3.12. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.
- 3.13. Should parents cease to be eligible for 30 hours free childcare, they may choose to pay for additional hours as detailed in section 7.

4. Eligibility for two-year-olds

- 4.1. The LA is required to secure free places offering 570 hours a year, over no fewer than 38 weeks of the year for every eligible child in the LA from the relevant dates outlined at 4.4.
- 4.2. A child is entitled to the free hours from the term after both of the following conditions are satisfied:

- The child has reached the age of two; and
- The child or parent meets the eligibility criteria outlined in 4.3 of this policy.

4.3. Parents of children aged two can get free childcare if they live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special education needs (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order.

4.4. With regards to the age criteria, pupils will be eligible as follows:

- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's second birthday
- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's second birthday
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's second birthday

4.5. The LA will ensure that a child has a place at the nursery no later than the beginning of the term following the child or parent meeting the eligibility criteria.

4.6. The LA will ensure that two-year-olds who have met the eligibility criteria continue to receive a place once it has been secured, up until the child becomes eligible for the universal entitlement, as outlined in section 2.

4.7. For two-year-old children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a pro-rata'd number of free hours to reflect the portion of the year remaining.

5. Application timetable

- 5.1. A child is deemed to be of nursery-age from the beginning of the term following their third birthday, or second birthday, where eligible.
- 5.2. Parents may register their interest in a place at the nursery at any time during the year following their child's third birthday, or second birthday, where eligible.
- 5.3. Formal applications for nursery places can be made at any time but parents are advised to apply as soon as possible the term before their child becomes eligible to secure a place and support the school's planning.
- 5.4. Application forms can be collected from the main office or emailed electronically. Please send requests to admin@devonshirehill.haringey.sch.uk
- 5.5. Acceptance and non-acceptance letters are sent out in July for places in autumn term. In years, applicants will be notified by telephone or email if there are available places for their child.
- 5.6. If the nursery is at capacity, applicant details will be added to a waiting list and notified if a place becomes available.
- 5.7. Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.
- 5.8. The LA will consider securing additional free hours for parents who have applied or re-confirmed by the deadline, but receive their valid 30 hours eligibility code after the beginning of the term, up to the dates set out below:
 - Application/re-confirmation by 31 August – code start date between 1-14 September
 - Application/re-confirmation by 31 December – code start date between 1-14 January
 - Application/re-confirmation by 31 March – code start date between 1-14 April
- 5.9. The LA is not required to secure additional free hours where the parent has applied after 31 August, 31 December or 31 March, or for any codes issued after the dates outlined in 5.7.

6. Mixed Age Provision

- 6.1. To accommodate as many families as possible, the school may consider offering a mixed age provision.
- 6.2. Offer of a mixed-age provision must be agreed by the headteacher in consultation with the Senior Leadership Team (SLT) and nursery staff.
- 6.3. The ratios required to support a mixed provision will differ depending on the number of two and three or four year olds. The school will adhere to the ratios details in *Appendix A*, which meet the minimum requirements detailed in the Statutory Framework for EYFS.

7. Additional Hours

- 7.1. Parents not eligible for free childcare under sections 2, 3 and 4 may be charged for provision.
- 7.2. Sessions times and hour distributions offered align with free childcare provision detailed in section 2.
- 7.3. The charges are as follows:
 - £5.70 per hour for 3 and 4 year olds
 - £6.00 per hour for 2 year olds
- 7.4. Parents must complete a Nursery Offer Acceptance Form to agree to the terms and conditions of provision.
- 7.5. Payments will be made in advance and will be invoiced on a half-termly basis. Payment can be made directly into the school's bank account, via ParentMail or in cash at the school office.
- 7.6. Payment is required when a child is on holiday or absent due to illness, as the nursery must hold the child's place during this period.
- 7.7. If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees will need to be paid for the period. The nursery's decision is final.
- 7.8. If the fees are not paid within 14 days of receipt of invoice, the school will notify the parent in writing to request immediate payment. The school reserves the right to cancel provision of additional hours until payment is made in full. This does not affect access to free early education.
- 7.9. Parents may face financial difficulties and want as little disruption to their child's care and education. Parents experiencing such difficulties should contact the School Business Manager as soon as possible to explore alternative arrangements.
- 7.10. Four weeks' notice is required from parents who wish to transfer their child to another childcare provider. All outstanding debt owed to the nursery, including for the notice period, must be settled before the child is withdrawn.
- 7.11. Where the nursery is oversubscribed, applications for free childcare provision will be prioritised.

8. Additional costs

- 8.1. The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:
 - *Meals and snacks*
 - *Sun cream*
 - *School trips*
 - *Specialist tuition*

- 8.2. Where charges are made in line with 6.1, parents are expected to pay for these; however, payments are voluntary.
- 8.3. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery.
- 8.4. The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

9. Oversubscription

- 9.1. Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.
- 9.2. Children with an EHC plan that does not name the school will be referred to the school's admissions team to determine an appropriate setting, in accordance with the LA's Fair Access Protocol.
- 9.3. The governing body may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the school.
- 9.4. 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 with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
 - 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.
 - Been recruited to fill a vacant post for which there is a skill shortage.
 - Children living within the locality
 - All other children
- 9.5. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

10. Reserve list

- 10.1. 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.

- 10.2. If a place becomes available, the nursery will contact the parents of the child at the top of the list.
- 10.3. 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.
- 10.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

11. Withdrawing offers

- 11.1. 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 two weeks
 - A child is in receipt of more than their entitlement of nursery education
 - A family registering their child at two maintained settings

12. Refusal of admission

- 12.1. 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
- 12.2. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
- 12.3. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

13. Admission to Reception

- 13.1. Children born between 1 September 2016 and 31 August 2017 you will need to apply for a reception school place for September 2021.
- 13.2. Children enrolled in the nursery are not automatically registered to or guaranteed a place in a reception class at the school.
- 13.3. Admissions to reception are administered by the local authority, Haringey Council. For full details of how to apply, delayed admission and more, visit <https://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-primary-school>

14. Transition arrangements

- 14.1. Parents are invited to visit the school during the summer term prior to the transition.
- 14.2. On the open day, families will meet their class teacher and see the learning environments. The meetings are organised in two sessions. The first session is where transition procedures, general information and the EYFS curriculum are discussed. Parents are given admissions paperwork to complete and time is allocated for parent/carer questions.
- 14.3. At the beginning of the autumn term reception staff undertake home visits for all children new to the school. Where this is not possible, Zoom meetings will take place instead. Class teachers will discuss any medical concerns, questions or general issues the parents may have. Teachers will also spend some time with the children, which helps the staff to enable smoother transitions to school. During this meeting parents will be given the start date for their child.
- 14.4. Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Further visits are arranged as required.

15. Data protection

- 15.1. When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and GDPR.
- 15.2. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.
- 15.3. The nursery will act in compliance with the *Data Protection Policy* when processing personal data.

Appendix A – Staff to child ratios for mixed aged provision

		No. of 2 year olds																				
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
No. of 3 and 4 year olds	1	2	2	2	2	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6
	2	2	2	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6
	3	2	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6
	4	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6	6	6
	5	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6	6	6
	6	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6	6	6
	7	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6	6	
	8	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6		
	9	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6			
	10	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6				
	11	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6					
	12	3	3	3	3	4	4	4	4	5	5	5	5	5	6	6						
	13	3	3	3	3	4	4	4	4	5	5	5	5	5	6							
	14	3	3	3	3	4	4	5	5	5	5	5	5	5								
	15	3	3	3	3	4	5	5	5	5	5	5	5									
	16	3	3	3	3	4	5	5	5	5	5	5										
	17	3	3	3	4	4	5	5	5	5												
	18	3	3	4	4	4	5	5	5													
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