

Nursery Admissions Policy

Approval Date:

This policy will be reviewed on a regular basis and updated as necessary.

Statement of Intent:

The Devonshire Hill Nursery aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class. The nursery is co-located with The Devonshire Hill Primary School school but is a non-statutory provision part of the school.

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

Contents:

Statement of Intent.....	2
Legal framework.....	1
Application process.....	1
Equal opportunities.....	2
Free childcare arrangements.....	2
Eligibility for 30 hours free childcare.....	3
Eligibility for two-year-olds.....	4
Extension of 30 hours to children in foster care.....	5
Application timetable.....	5
Deposits and Fees and Top-up fees.....	5
Additional costs.....	7
Oversubscription and Reserve List.....	7
Withdrawing offers.....	8
Delayed starts and withdrawn places.....	8
Non-attendance.....	9
Refusal of admission.....	9
Admission to Reception.....	9
Transition arrangements.....	9
Data protection.....	10
Monitoring and review.....	10



Legal framework

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

- ★ Childcare Act 2006
- ★ Childcare Act 2016
- ★ Data Protection Act 2018
- ★ The UK General Data Protection Regulation (UK GDPR)
- ★ DfE (2021) 'School Admissions Code'
- ★ DfE (2022) 'School Admission Appeals Code'
- ★ DfE (2018) 'Early education and childcare'
- ★ DfE (2021) 'Early years entitlements: local authority funding of providers operational guide 2022 to 2023'
- ★ Data Protection Act and UK General Data Protection Act.

Mixed Age Provision

To accommodate as many families as possible, the school may consider offering a mixed age provision. Offer of a mixed-age provision will be agreed by the headteacher in consultation with the Senior Leadership Team (SLT) and/or appropriate leads.

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 as detailed in published Department for Education - Early years foundation stage statutory framework

Application process

The nursery is a non-statutory provision ,which provides a nurturing educational provision. As a Community Primary school, we encourage all families to consider applying to our reception when their child reaches statutory age.

Parents choosing to send their child to the nursery must complete an application form and provide the required documents. A member of the administration team will be in regular contact with applicants. As part of the application and assessment process, a home visit may be made or a series of stay and play sessions may be planned before a formal offer of a place is made.

If the nursery place is not funded under the 15 or 30 free entitlement or if a parent wishes to pay for additional hours, an invoice will be sent which must be paid in order to secure your child's place.

Parents who secure a place will be offered a date to begin the transition programme to ensure they and their child have time to settle and will be encouraged to come to stay and play sessions

Parents who would like a part-time place will be asked to state a preference for morning or afternoon, and/or for which days they wish to have the entitlement; however, we may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled. After the days has been confirmed any changes must be requested in writing, however these may not take effect until the following term.

More information on fees and charges is outlined in the Nursery Fees section.



Equal opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

There is a general expectation that children over the age of 3 years are toilet trained.

Free childcare arrangements

The Local Authority (L) is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined below. Our Nursery operates a 38 week arrangement.

Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

With regards to the age criteria, children 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

The nursery can accommodate a maximum of 49 nursery children from the ages of 2 to 4 years as follows:

Age Group	AM places	PM places	All Day	Notes
2-3 year olds	up to 10	up to 10	N/A	Applicants can request full time
3-4 year olds	up to 26	up to 26	N/A	-
3-4 year olds	N/A	N/A	Up to 13	-

The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare. The nursery is able to accommodate ten children eligible for 30 hours free childcare. 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

<https://childcare-support.tax.service.gov.uk/par/app/trialmessage>

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 prorated number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.



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.

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.

The sessions offered to nursery children are as follows:

- ★ For children eligible for 30 hours free childcare – six hours daily (plus lunch at an additional cost) (see the Additional costs section of this policy), between the hours of 9:00am-3:00pm 38 weeks of the year term time only
- ★ All other children – three hours free childcare daily from the following morning or afternoon sessions either 8:45-11:45 (morning session) or 12:15-15:15 (afternoon session)

Eligibility for 30 hours free childcare

Parents of children aged three and four must meet one of 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 is 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.

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.

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. If eligible, parents must provide the nursery 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. Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

The LA will audit the eligibility codes at six points during the year to identify any parents who have fallen out of free childcare eligibility and the school will advise parents of options including paying for a placement should they cease to be eligible.

If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. If a parent falls into their



grace period before their child has started a 30-hour place, they should not take up their 30-hour place. The grace period will not continue once a child has reached compulsory school age.

A parent who becomes ineligible during the first half of a funding block will have their free childcare funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as their child remains under the compulsory school age, whichever is shorter. A parent 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 their child remains under the compulsory school age, whichever is shorter. If a parent becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care for their child.

Other information related to the 30 hours free childcare scheme can be found in the nursery's Nursery Fees Policy.

Eligibility for two-year-olds

The LA is required to secure free places offering 570 hours a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined at below.

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 parent meets the eligibility criteria outlined in the Eligibility for 30 hours free childcare section of this policy

With regards to the age criteria, children 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

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.

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 the Eligibility for 30 hours free childcare section of this policy. 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 prorated number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

Extension of 30 hours to children in foster care

Children in foster care are also eligible for the additional hours and the foster parents must apply directly to the LA before an application is made.



If a foster parent is unhappy about the decision made by the LA, they should follow the LA's complaints process and contact the child's social worker.

Application timetable

A child is deemed to be of nursery-age from the beginning of the term following their third birthday, or second birthday, where eligible. 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.

Formal applications for nursery places can be made at any time during the year and parents are encouraged to apply as soon as possible to check eligibility.

Application forms can be obtained from the main office, or you can request an electronic copy from admin@devonshirehill.haringey.sch.uk

Where places are remaining during the school year, later admissions are possible, up to the agreed admissions limit.

Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday, however the nursery may not be able to accommodate preferred session hours if the placement is not started within five days of the offer being made.

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

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 above.

Deposits and Fees and Top-up fees

The nursery does not charge a deposit fee to parents accessing the free entitlements for two-year-olds, and the universal and extended entitlement for three- and four-year-olds. In general the purpose of the deposit is to secure places for childcare and provide assurance to the nursery that parents will take up the place, if after five days a placement is not started the placement may be withdrawn and offered to a child on the waiting list.

Parents not eligible for free childcare under sections 2, 3 and 4 may be charged for provision. Session times and hour distributions offered align with free childcare provision detailed and the charges are as follows:

- £6.92 per hour for 3 and 4 year olds
- £8.79 per hour for 2 year olds



Parents must complete a Nursery Offer Acceptance Form to agree to the following terms and conditions of provision:

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 or via ParentMail.

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.

If a child is absent for a long period due to illness, the School Business Manager will decide on a case-by-case basis as to whether fees will need to be paid for the period. The decision is final.

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.

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.

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.

Where the nursery is oversubscribed, applications for free entitlement may be prioritised and should this criteria be applied, sufficient notice will be given

Additional costs

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
- ★ Nappies
- ★ Sun cream
- ★ School trips
- ★ Specialist tuition

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

Oversubscription and Reserve List

Children who have an EHC plan that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the



nursery's admissions manager to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The governing board 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 nursery.

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

1. LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
2. 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
3. Children who will have a sibling attending the nursery or the main school at the time of admission
4. Children of staff who have:
 5. Been employed at the nursery or school for two or more years at time the application for admission is made
 6. Been recruited to fill a vacant post for which there is a skill shortage
7. Children living within the catchment area for the nursery
8. All other children

The governing board may also give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

Reserve list

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.

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

Withdrawing offers

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

- ★ Offers made in error
- ★ 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
- ★ A family registering their child at two maintained settings

Delayed starts and withdrawn places

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by 5 days, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least four weeks' notice. Parents may be charged for this period, or it may come out of their nursery entitlement.

Notice of a delayed start or withdrawal must be in writing.

Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. The nursery will require a minimum of 10 days' notice, or parents may be subject to paying the full cost of the care, regardless of whether or not their child attends nursery that day.

Parents must give a minimum of four weeks' notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

Refusal of admission

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

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

Admission to Reception

Children reach compulsory school age as follows:

- ★ Children turning five years old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
- ★ Children turning five years old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
- ★ Children turning five years old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January



Parents have the choice of how and when their child starts Reception class until they reach the compulsory age.

If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access 15 hours of free early learning rather than taking up a place in Reception, they must:

- ★ Discuss their choice with the school.
- ★ Complete a Reception application form by date, to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.
- ★ Complete a nursery re-admission application form and return it to the setting by date.

Transition arrangements

Parents are invited to visit the school prior to the transition, and further visits are arranged according to the child's needs.

A photograph book displaying aspects of the school is used to prepare children for their transition.

During the Summer term, Reception teachers from the primary schools to which the children will transfer come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

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. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

Further information relating to the transition between nursery and Reception can be found in the school's Primary Transition Policy.

Data protection

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. 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.

