

Sefton Park Nursery Admissions Policy for 3 & 4 Year Olds

The school and Governors look forward to welcoming children into the Nursery which is the beginning of the Foundation Key Stage. The following sets out how the policy will be applied to those applying for places at the Nursery, Sefton Park Infant School, as agreed by the Governing Body.

Aims and Principles

- To have a fair and consistent process of allocation
- Services should be child-centred
- All activity should promote educational achievement
- Universal provision including for children in need
- Consistent quality across provision with measurable outcomes
- Recognition that staff development is crucial to quality
- Consistent curriculum offered across settings
- Partnership with parents
- Family support services integrated with childcare and education are crucial to holistic childcare approach
- All provision should adopt integrated equalities approach
- Inclusive provision
- Partnership with other providers: Best Value approach to provision
- Services should be locally accessible

Guidelines

Places Available include:

Universal Entitlement – 15 hours per week, term time only, from the term after the third birthday.

Extended Entitlement – 30 hours per week, term time only.

Eligibility Criteria for Extended Entitlement (free 30hr places)

Eligibility for a 30hr place will be as follows:

- 30 hour places are only available for children who are 3 or 4 years old
- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery Place parents must register on-line at

<https://www.gov.uk/apply-30-hours-free-childcare>

Only a valid eligibility code will guarantee the funding of the additional 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. The school will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code.

Grace period

A child who comes ineligible during the first half of a term should be funded until the end of that term or for as long as they remain under Compulsory School Age, whichever is shorter. A child who becomes ineligible during the second half of a term should be funded until the end of the following term or for as long as they remain under Compulsory School Age, whichever is shorter.

When the grace period or code lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

Parents will be prompted every 3 months to reconfirm the details they entered are still correct. They will be prompted by HMRC by email or text 4 weeks before, then again 2 weeks before.

Schools meals

Parents/carers attending a 30hr place must provide children with a healthy packed lunch each day which must be brought into school at the start of the morning session.

Costs for trips, nappies, sundries etc - Trips, nappies and all sundries are not covered in the hourly funding from Bristol City Council. Parents are therefore expected to provide their own nappies, wipes, creams, drinks and fruit snacks.

Cost of non-funded Nursery sessions – These sessions are referred to as ‘additional’ hours. The hourly rate for any non-funded hours is the same for all children regardless of whether they claim free hours at the Nursery or not. The hourly rate is based on what it actually costs us to provide the Nursery provision and for it to be sustainable.

Timescale

All nursery schools and classes should send their offers of places to Bristol parents during May or as soon as possible thereafter. Whilst there is no specific date by which full time places should be allocated, places will be left unfilled for as little time as possible. Places will not be held vacant for children who might apply, and vacancies arising during the year will be offered to the next child who meets the admission criteria.

Priority for allocating places will be as follows:

- Children who are “Looked After” (in care) aged 3 by the end of August.
- Children with additional needs or are in need aged 3 by the end of August.
- Siblings of pupils already on roll at Sefton Park Schools.
- Then on a first come, first served basis i.e. in order of application received by the school office, whilst ensuring a balanced provision.

And finally those requesting a January start date.

Additional sessions can be booked if available and paid for through the school.

Arrangements for offering places

1. A representative of the Governing Body of the school will be involved in the allocation of places.
2. Admission to Sefton Park Nursery does not guarantee an automatic right to continued

education at the school, and parents/carers will need to apply for a place in a Reception class at the appropriate time, as advised by the local authority.

3. Regular attendance is required to maintain a place in the nursery class or school, but close liaison should take place with health visitors or social workers as appropriate if there are concerns.

4. A meeting will be held at school for all parents where there will be an opportunity to meet many of the agencies involved in school life.

5. Children will have a phased induction to the Nursery during September.

6. Staff will visit the child prior to admission to meet them in their own environment if requested.

Additional Information

Bank Holidays

Bank holidays are not funded by Bristol City Council. This means that when the free hours fall on a bank holiday, unfortunately the parent will lose these hours.

Sibling discounts

At present we are unable to offer a sibling discount.

Notice periods for cancellation of the free hours and any additional hours

All sessions should be booked in advance and any cancellations must be made with plenty of notice. Bristol City Council asks parents of 3 and 4 Year Olds to make a 'termly' commitment, so parents need to give at least a term's notice if they would like their child to leave the Nursery or to reduce their hours. This is the same for all free hours: both the 15 Free Universal hours and the 15 Free Extended hours. Special allowances may be made if there are 'life changing circumstances', e.g. parent has lost their job, moving house, serious illness etc. For the additional hours (the privately paid hours), at least a month's notice must be given. Ad Hoc sessions require 1 weeks' notice for cancellation.

Attendance

Regular attendance is required to maintain a place in the nursery class or school. If there is an issue with attendance, we liaise closely with health visitors or social workers as appropriate to address any concerns. If an extended period of absence happens with no reasonable explanation given, then a letter will be sent giving two weeks' notice that if parents have not responded within a certain time frame (2 weeks of the letter being sent) then the child's Nursery place will be offered to others on the waiting list.

Appeals

If a parent has a complaint about any aspect of our delivery of the free hours, they can contact Bristol City Council to discuss it further. They can email the Family information service, askcyps@bristol.gov.uk or call 0845 1297217.

A copy of the Complaints Procedure for Parents is also available from the School Office but parents are welcome to write in the first instance to the Governing Body if they have any concerns/complaints about the admission procedure, policy, or arrangements.