

Kings Ash Academy Nursery and Primary School



Nursery Admissions and Oversubscription Criteria

Review Date: March 2022

As an academy, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. The academy sets its own oversubscription criteria.

These arrangements seek to comply with the Early Education and Childcare Statutory Guidance for Local Authorities.

1. Early Years Education Funding for two-, three- and four-year-olds

- 1.1. All three- and four-year-olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year.
- 1.2. Some two-year-olds are eligible for a funded place in provision that Torbay Council has approved as being good or better quality. Our nursery/foundation stage unit (FSU) is an approved provider and can admit two-year-olds from the start of the term following their second birthday.
- 1.3. We expect to admit children who will be using their Early Years Funding as well as children whose parents are buying additional hours and those who are both funded and buying hours. There may be some children who are only attending for bought hours and some who only attend for funded hours.

2. Admissions to the nursery

- 2.1. Kings Ash Academy admits:
 - Eligible two-year-olds funded from the start of the term following their second birthday.
 - Eligible two-year-olds funded as rising three-year-olds at the start of the term in which they have their third birthday.
 - Non-funded two-year-olds from the start of the term following their second birthday.
 - Non-funded two-year-olds as rising three-year-olds at the start of the term in which they have their third birthday.
 - Early Years funded three- and four-year-olds from the start of term following their third birthday.
 - Non-funded three- and four-year-olds from the start of term following their third birthday.

3. Points of Admission to nursery

- 3.1. Generally children will start at nursery at the beginning of a term. Eligibility for the Early Years Education Funding for two-year-olds is from the start of the term following a child's second birthday and eligibility for all three-year-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 2 or 3 year olds		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)

1 April	31 August	Autumn (after Summer)
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3.2. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on admission authorities but not on parents who retain a right to defer admission or send their child part time until they reach statutory school age.

4. Patterns of attendance available for 2-year olds

4.1. Sessions are offered during term time only and include two sessions:

- Morning sessions of 8.45am to 11.45am and
- Afternoon sessions of 12.15pm to 3.15pm.

5. Patterns of attendance available for 3- and 4-year olds

5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer during term time only for the **universal** 570 hour entitlement of:

- Morning sessions of 8.45am to 12 noon and
- Afternoon sessions of 1.00pm to 3.15pm and
- All day sessions of 8.45am to 3.15pm.

5.2. If you choose an all-day session this includes the lunchtime period that is 12.00 – 1.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Funding.

5.3. Universally funded children will be offered 2 whole days and an afternoon. Children with 30 hours funding will be offered 5 full days or a 4 extended days (8am-4pm).

6. Extended Hours

6.1. Families that have an 11 digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.

6.2. Families that need a longer day can take funded nursery places in our before school provision (Early Morning Club). This session is:

- 8.00am – 8.50am before school.

6.3. This provision costs £1.50 per day without breakfast and £2.00 with breakfast. These provisions are included within the 30 hours extended day offer.

6.4. The provision before school will differ from the core early years provision between 8.45am and 3.15pm, as there will be older children attending. This provision is not currently available for 2 year old children.

- 6.5.** If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement they can do this during any of our opening times. Charges are explained in the Appendix.

7. Charging

- 7.1.** There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 7.2.** The school must comply with Torbay Council's Provider Agreement.
- 7.3.** Details about buying additional sessions/hours in the nursery are set out in the schools Charging and Remissions Policy [Appendix]

8. Tax Free Childcare.

- 8.1.** Our school is registered for [tax free childcare](#); parents can apply through [Childcare Choices](#)

9. School Lunches

- 9.1.** Children are offered the opportunity to either buy a school lunch or bring a packed lunch.

10. Visiting

- 10.1.** We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit you should contact the school to make an appointment.
- 10.2.** Before joining our nursery all parents/carers will be offered a home visit, or alternatively will be invited in to the nursery to meet the staff and have a look at the facilities.
- 10.3.** Once a place has been accepted, parents/carers and children, depending on space available, will be invited to 'settling in sessions' in which children will explore their new environment and meet their Key Person in the nursery. This is chance to get to know staff and for parents/carers to ask any questions.
- 10.4.** Most children will start at the nursery at the start of the term or half term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.
- 10.5.** To apply for a place here you must use the School Nursery Application Form, available from the School Office: Kings Ash Academy, Pimm Road, Paignton TQ3 3XA.
- 10.6.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
 - a child attends a particular toddler group or Children's Centre attached to the school;
 - a parent has expressed an interest at any time in the school; or

- the child has always lived close to the school.

10.7. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

11. How to apply for a nursery place

11.1. Parents must complete the School Nursery Application Form (at the end of this document) and return it to the school.

11.2. The closing dates for applications for the nursery/foundation stage unit intake are: 1 April, 1 July and 1 January. You can apply after these dates but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

12. Information provided in an application

12.1. We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child.

12.2. If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

12.3. You will be asked to provide date of birth evidence so we can check your child's age.

13. What happens next

13.1. If there are fewer applications than places then no application will be refused. If there are more applications than there are places available the trust will prioritise applications according to the oversubscription criteria below.

13.2. We will endeavour to give the hours requested on the Nursery School Application Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances we will offer times (days/hours/weeks) that fall closest to the hours requested.

13.3. By 1 May, 1 October and 1 February we will contact successful parents to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

13.4. If you need help finding a place at another provider please visit <http://www.torbay.gov.uk/children-and-families/childcare/>

14. Overview of the Admissions Process

1) Children become eligible for a place when they were born:	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
2) Visit the nursery in:	Spring term	Summer term	Autumn term
3) Apply by:	1 May	1 September	1 January
4) Admissions panel meet in:	May	September	January
5) Receive a letter about your application before:	May half term	October half term	February half term
6) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
7) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

15. Published Nursery Admissions Number (PNAN)

15.1. This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Torbay Council's Early Years Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

15.2. The trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this must be published.

15.3. If there is an increase in the demand for places the trustees may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

15.4. The table below sets out our Published Nursery Admissions Number (PNAN)

The maximum number of 3 and 4 year old children that will be admitted at any one time:	55 per session
The maximum number of 2 year old children that will be admitted at any one time:	12 per session

15.5. Where the number of applications exceeds the number of places available the trustees will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

2-year old places

A child with an Education, Health and Care Plan naming the school will be admitted.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Funded children with a sibling at the academy
3. Funded children with no sibling at the academy
4. Children who are not entitled to 2 year old funding with a sibling in the academy
5. Other children who are not entitled to 2 year old funding, for whom only this particular nursery is appropriate due to an exceptional medical condition (applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of this nursery).
6. Other children who are not entitled to 2 year old funding.

Where there are more applications than places in a category, places will be prioritised according to date of birth, oldest child first. Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the nursery. Measurements are taken by a straight line distance using an electronic mapping system (Google maps).

3- and 4-year old places

A child with an Education, Health and Care Plan naming the school will be admitted.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children who are attending our 2 year old provision at the time of application
3. Other children with a sibling in the academy at the time of application
4. Other children who are not entitled to 2 year old funding, for whom only this particular nursery is appropriate due to an exceptional medical condition (applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of this nursery).
5. Other children.

Where there are more applications than places in a category, places will be prioritised according to date of birth, oldest child first. Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the nursery. Measurements are taken by a straight line distance using an electronic mapping system (Google maps).

Waiting lists

- 15.6.** Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.
- 15.7.** If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- 15.8.** Parents with very young children, i.e. those that are not due to start within the next two terms, will be told when they should submit the Nursery School Application Form.

16. Increasing the hours attended

- 16.1.** If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions at the times that are available then they can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

17. Admissions appeals

- 17.1.** If a nursery place is refused, parents can go through the schools complaints process to express their concerns. The trust will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

18. Transport

- 18.1.** No transport is available for nursery children.

19. Uniform

- 19.1.** Children attending Kings Ash Academy Nursery are expected to wear a Kings Ash Nursery jumper. These can be purchased from Riviera School Days. Parents unable to purchase the jumper will not be penalised, wearing uniform in the nursery is optional. Children in the 2 year Nursery are not expected to wear uniform.

20. Claiming the Early Years Education Funding

- 20.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 20.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 20.3. Parents must not claim more than the 570 or 1140 hour entitlement, checks are carried out to ensure that over claims are not made.

21. Changes to attendance

- 21.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1) and 2) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
 - 1) New applications from parents whose children do not yet attend the nursery.
 - 2) Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends
- 21.2. It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

22. Induction and transition arrangements for starting nursery/FSU

- 22.1. Once a place is offered a home visit will be arranged. During this visit parents will be notified of their child's settling in visits, start date and general school information. Further information can be sought from our transition guidance document for our nursery and parent handbook.
- 22.2. Contacts and further information

	E-mail:	admin@kingsashacademy.com
	Telephone:	01803 555657
	Website:	www.kingsashacademy.org