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| Approved by Diocese:        | 30.01.23 |
| Approved by Governing Body: | 08.02.23 |

## Long Marston VA CE Primary School

### **NURSERY ADMISSIONS POLICY For Admissions in Academic Year 2024 – 2025**

Our Nursery class takes place every morning from 8.45am to 11.45, term time only, in our Early Years Foundation Stage class. The School has places for 10 children in the Nursery which will be in a shared space with Reception children. We offer additional session in the afternoon from 12.15-3.15 and we offer a lunch club for children who would like to stay all day at an additional cost. Children can also attend after school club at an additional cost.

Long Marston has one intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2024 will be for those children born between 1 September 2020 and 31 August 2021.

Long Marston VA CE Primary School and Nursery offers 15 hours Free Early Education (3 hours every morning, 5 days per week) and an additional 15 hours to provide 30 Hour Childcare provision.

Allocation of a place at Long Marston VA CE Primary School and Nursery is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. Without this there can be no funding for a place in the Nursery.

Information leaflets will be sent to parents by HCC in the autumn term.

#### **ADMISSIONS PROCEDURES**

All Schools/Nurseries are responsible for their own Nursery Admission arrangements as well as for allocating places. **Parents must apply for a place directly to this school** on the school's application form available from the school website or the School Office. This application form must be online by Monday 20<sup>th</sup> February, at the latest (see timeline below).

The timetable for nursery admissions is no longer laid down by HCC. Long Marston VA and other local schools will use the following timeline for processing applications to their schools:

- **Apply online from:** **Monday 26th February 2024**
- **Application deadline:** **Friday 22nd March 2024**
- **Offer date:** **Friday 26th April 2024**
- **Accept your place by:** **Friday 26th April 2024**

The Governing Body will apply their Admissions arrangements using the information submitted by parents in the School's application form. If your application form is not completed correctly this may result in the application being given a lower priority. This should include details of siblings (see below).

**An offer of a Nursery place does not guarantee an offer of a Reception place.** The process of applying for a school place happens 6 months later in the Autumn Term 2024.

## **NURSERY SESSIONS**

1. The offer of a Nursery place will be **ONLY** for a full time place (3 hours every morning), 5 days per week, 38 weeks a year (Term time only) with the option to extend to 30 hours for those eligible and 15 places each afternoon for those who wish to purchase additional Nursery hours.
2. The school may offer additional afternoon nursery sessions to children with an allocated place in the morning nursery, where staffing arrangements permit this. Where the demand for any afternoon sessions is greater than the number of available places, places in these sessions will be allocated in the following order of priority:
  - a) Children with an exceptional medical or social need to attend these afternoon sessions
  - b) Children entitled to 30 hours' funding
  - c) Other children
3. Late applications and mid-year applications to Nursery will be able to request additional sessions but will only be allocated a session where there is space available.
4. Sessions will be allocated in April/May for the next academic year.
5. We encourage parents to use a minimum of 5 sessions per week to enable your child to benefit from the academic curriculum.
6. Once agreed, sessions are set for the year and cannot be changed, except in exceptional circumstances and at the school's discretion.
7. Any extra available session(s) will be advertised termly and allocated according to this policy.
8. All children allocated a Nursery place at our school are able to start at the beginning of the academic year (September), regardless of their birthdate, as we operate a one-term in-take in Nursery.
9. Once a place has been allocated, deferrals to the Nursery class of one term (January start) can be requested for children born after 1 April, although the school believes all children would benefit from attending a three term Nursery curriculum.

## **NURSERY CHARGES**

1. The government funded sessions you are allocated will be allocated first. Any additional sessions, or after school clubs above your funding are to be paid for.
2. An additional session is defined as an afternoon as per our session times, regardless of child drop off and pick up times, and is over and above the government funded sessions offered. Additional hours above your funded allocation will be invoiced as per our schedule of charges.
3. The lunch club session is defined as the ½ hour supervised session from 11.45am to 12.15pm. It is a supervisory charge and does not include lunch itself, which is provided by you, unless you choose for your child to have hot school dinners, where an additional charge will be incurred per meal, per day.
4. After school club is defined as a 1 hour 15 minutes or 2 hours 15 minutes supervised session. This includes a snack.
5. We accept payments by the following methods:

- a. School On-line Electronic Payment System
  - b. Childcare Vouchers
  - c. Tax-Free Childcare
6. All additional sessions and lunch club sessions allocated will be invoiced half-termly, in the last week of the previous half term for payment in the first 5 working days of the new half term.
  7. Outstanding debts will be brought to the attention of the Governors.
  8. If the school is closed you will not be charged for your paid additional sessions or lunch clubs.
  9. Absence of the pupil during term time, e.g. through illness or holiday, will still be chargeable.

## **SCHEDULE OF CHARGES**

From 1st September 2024 the following charges apply:

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| <b>Additional Afternoon Session:</b> | £18.75  |
| <b>Lunch club:</b>                   | £5.00 (children bring their own packed lunch) |
| <b>After School Club:</b>            | 3.15 - 4.30: £5.50<br>Or 3.15 - 5.30: £11.00  |

There is no right of appeal against non-admission to the Nursery class.

## **HOW PLACES ARE OFFERED**

Children who have an Education Health and Care Plan (EHCP) which names Long Marston VA CE Primary School and Nursery, will be admitted to the Nursery class.

In the event of there being more applications than available places, the following oversubscription criteria will be applied by the governors, in order:

- Criteria 1** Children looked after and children who were previously looked after, including those who appear (to the governing body) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.
- Criteria 2** Children who at the time of application have their home address within the villages of Long Marston, Wilstone, Gubblecote or Puttenham.
- Criteria 3** Sibling: Children who have a sibling enrolled at the school at the time of application. This applies to reception through to Year 5. In-Year admissions: the sibling may be in the school's final year as long as they will still attend at the time of admission
- Criteria 4** Children of staff at Long Marston CE VA Primary School, including Nursery staff.
- Criteria 5** Children whose parents attend the Christian churches of Long Marston, Wilstone or Puttenham regularly. 'Regularly' means at least once per month for the six months prior to application. Written verification must be supplied to the school from the vicar or other clergy using the school's Supplementary Information Form (SIF).  
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**Criteria 6** Any other children.

These rules are applied in the order they are printed above and distance is the final tie-break. Priority will be given to those children whose home address is nearest to the school. Where there is a need for a tie-break where two different addresses measure the same distance from a school, in the case of a block of flats, for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random allocation.

Random allocation will be undertaken independently of the school by an independently-supervised random draw.

**Notes**

- a. We apply these rules in the order they are printed. If more children qualify under a particular rule than there are places available we use a tie-break by applying the next rule to those children. Residence within the area defined in criteria 3 does not give an automatic right to a place in the school. Distance is the final tie break for each category.
- b. The Children's Act 1989 defines a child who is 'Looked After' as a child or young person who accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

**c. Home address**

The address provided on the application form must be the child's current permanent address at the time of application

- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with Hertfordshire County Council's Shared AntiFraud Service.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two address equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

- d. A sibling means the sister/brother, half-brother/sister, adopted brother/sister, a child of the parent/carer/partner or a child looked after or previously looked after (1), who lives permanently (2) in a placement within the home as part of the family household from Monday to Friday at the time of this application

A sibling must be enrolled at the school at the time the younger/twin child starts.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

(1) Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

(2) A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved, or a looked after child in a respite placement, or very short term or bridging foster placement.

- e. Where twin or multiple birth child is allocated a place in our nursery, the other twin or multiple birth children will also be admitted even if the admission number has already been reached.

### **CONTINUING INTEREST (WAITING) LIST AND 'IN YEAR' APPLICATIONS**

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). All other applications made through the academic year 2024/2025 will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.