



Reviewed July 2020

Next review – July 2021

## **Evesham Nursery School**

### **Admission Policy**

*Our admission policy reflects our procedures during 'normal operation', however during the recent and ongoing Coronavirus Pandemic we have made adjustments to reflect the most recent DfE and Public Health guidance. As such we may continue to replace some elements of the induction process with alternative arrangements to ensure we maintain a safe, secure environment for our children, families and staff as well as those in the process of joining our Nursery School. We will ensure that any communications with new families clearly set out any changes to this policy to support a smooth transition.*

As the only Local Authority maintained Nursery School in Worcestershire we aim to provide the Evesham area with the highest quality Nursery provision allocated in the fairest way possible; according to sibling connections, date of birth and individual needs. Our admission procedures reflect the ethos of our school and our commitment to our local community. The criteria reflect the Worcestershire County Council Admissions Policy for Nursery Schools.

Attendance at Evesham Nursery School does not give entitlement or greater priority for Reception Class places at any school, which must be applied for by parents/ carers at the relevant time.

All 3 and 4 year olds are entitled to 570 hours per year of early education, based on a maximum of 15 hours per week over 38 weeks of the year. This entitlement can be accessed flexibly across a range of providers with our Nursery School offering all or some of the free entitlement.

From September 2017 some children also became entitled to up to 1140 hours per year, based on a maximum of 30 hours per week over 38 weeks of the year. Further information about this increased entitlement is available here: <https://www.gov.uk/help-with-childcare-costs>.

The Governing Body reserve the right to adjust the balance between numbers of 15 and 30 hour places in any one year of entry, based upon the need to also ensure the Nursery School is sustainable and remains financially viable for future generations of young children in our community.

#### **Registering children to attend Evesham Nursery School**

Parents/ carers are welcome to register their child from birth.

Applications for a Nursery School place may be made via telephone, email or visit in person. A form is completed with the child's name, date of birth and address plus parents/ carers names and contact telephone numbers/ email addresses. This information is held on file until there is an available space, when the family will be contacted to begin the induction process.

Decisions regarding admissions may be based on confidential information which is personal to the child or family.

The waiting list is reviewed termly and any available spaces are offered according to the admissions criteria set out below:



Reviewed July 2020

Next review – July 2021

1. Children with an Educational Health Care Plan (EHCP) which names Evesham Nursery School.
2. Looked after Children (Children Act 1989 Section 22).
3. A child with a Child Protection Plan in place.
4. A vulnerable child who has been supported with a Common Assessment Framework (CAF) or identified as a 'child in need' by the Social Care team.
5. A child known by the local authority to have additional educational needs where evidence from relevant professional(s) can demonstrate to the governing body that a nursery school place will benefit the child's educational development rather than any other provider.
6. A child with a serious ongoing medical condition as deemed in need of admission by a medical practitioner, social worker or partner professional.
7. Siblings, if the older sibling will still be on the role of the Nursery class when the younger sibling starts at Nursery.
8. Children living in the local area who have the shortest walking distance between home and school and who currently attend our Willows group.
9. Children who have the shortest travelling distance between home and school outside the local area, within Worcestershire and currently attend our Willows group.
10. Children living in the local area who have the shortest walking distance between home and school.
11. Children who have the shortest travelling distance between home and school outside the local area, within Worcestershire.
12. Children living the shortest travelling distance between home and school, outside Worcestershire and who currently attend Willows group.
13. Children living the shortest travelling distance between home and school, outside Worcestershire.
14. Children of a younger age group firstly in order of birth date (children living in Worcestershire only). The term 'children of a younger age group' applies to children reaching the age of 3 after the September start date who may be considered for a **paid** early entry space.
15. Children who become 3 within the Autumn term prior to January admission, will be considered, using the above criteria where spaces are oversubscribed.

Should vacancies still be available and there are more children eligible than places the following criteria can then be applied:

**Admission to Sycamore and Chestnut groups at 3-4 years of age.**

- Admission to these groups is arranged annually from September, with further termly intakes if spaces are available.
- Admission takes place for children in the term after their third birthday. Cut off dates are 31<sup>st</sup> August, 31<sup>st</sup> December, and 31<sup>st</sup> March.
- There are currently 24 spaces in Chestnuts group and 26 in Sycamores for both morning and afternoon sessions. Numbers may vary according to the uptake of 30 hour and 15 hour spaces.
- Provision is term time only.
- Both groups aim to be available for all children, particularly those children who meet the admission criteria based upon need and will provide a maximum number of its places to 15 hour children in any year. However, in our diverse community, we recognise that there is

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Reviewed July 2020

Next review – July 2021

also a need for the 26 30-hour spaces which we have developed. We seek to provide these in line with the Government's agenda wherever possible.

- We have a Pupil Admission Number (PAN) of 200 which includes children on role for our 2 year old provision.
- We offer 3 hour sessions (8.30am-11.30am and 12.30pm-3.30pm) which can be connected to create a full day by purchasing a lunchtime session (see Charging and Remissions Policy).
- Parents/ carers are able to use between 15 and 30 hours of their child's funding towards the cost of sessions.
- Occasionally families will ask to use fewer than their 15 hour entitlement and we will always try to accommodate requests where possible, providing their child's needs have also been considered and they are attending for at least 9 hours per week.
- Session requests and alterations to these are considered wherever practical and possible however alterations to session bookings will only be amended half-termly.
- Priority will be given to those who wish to access 15 hours or more over those wishing to use less than 15 hours.

#### **Admission to Willow group at 2-3 years of age.**

- Admission to this group is arranged annually from September, with further termly intakes if spaces are available.
- Admission takes place for children in the term after their second birthday. Cut off dates are 31<sup>st</sup> August, 31<sup>st</sup> December, and 31<sup>st</sup> March.
- There are currently 16 spaces in Willows group for both morning and afternoon sessions. Numbers may vary according to the uptake of 15 hour 2 year old-funded spaces.
- Provision is term time only.
- Willow group aims to be accessible for all children, particularly those children who meet the admission criteria based upon need.
- We have a PAN of 200 which includes children on role for our 2 year old provision.
- We offer 3 hour sessions (8.30am-11.30am and 12.30pm-3.30pm) which can be connected to create a full day by purchasing a lunchtime session once children have become three or are approaching their third birthday at our discretion, according to our Charging and Remissions Policy and dependent on available spaces.
- Parents/ carers are able to use funding towards the cost of sessions where it is available to them, otherwise all sessions are charged according to the current Terms and Conditions.
- Children are expected to attend no less than two sessions a week as this is felt to enable them to develop security in the provision and regular routines.
- **Nursery Education Funding** (NEF) may be used within Willows once children reach their third birthday.
- Children may be placed on a waiting list for further sessions if they wish to increase from their initial booked sessions.
- There is no guarantee that opportunities to increase sessions will become available, or that children will be able to access their full 15/ 30-hour entitlement during their Willow year unless these sessions are booked from the beginning.

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Reviewed July 2020

Next review – July 2021

- Although there are occasionally opportunities for children to join the Sycamore/ Chestnut groups during their Willow year these spaces are rare; most children will attend one year in Willow group followed by their pre-school year within the Nursery groups.

#### Admissions Timetable

1. Families will be contacted to offer a place within Willow, Chestnut or Sycamore.
2. Contact information will be checked and an information pack sent to home address.
3. Families will be invited to an 'Open Afternoon' session where they can meet the staff and governors and explore the Nursery.
4. Parents are required to complete and return the session booking form within two weeks.
5. Once the deadline for return has passed, places will be allocated according to the policy.
6. For Sycamore and Chestnut groups parents/ carers and children will be invited to a 'Stay and Play session' during the summer term prior to starting school in September.
7. Parents/ carers will receive a home visit where staff will gather information from them and their child.
8. Parents will receive a detailed information pack informing them of their child's induction timetable and any other useful information.
9. Parents/ carers are invited to an 'Induction to Evesham Nursery School' information session at the Nursery, during an evening towards the end of summer term, without their children present.

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#### Further information

- There may be additional hours to purchase, subject to availability.
- Families are able to access flexible use of their funding between the hours of 8.30am to 11.30 am and 12.30 to 3.30pm over the course of a week during term times only, although staff highly recommend that families choose a regular pattern of 5 mornings or 5 afternoons as children settle more quickly and it supports development.
- Lunch sessions can be booked between 11.30 to 12.30 pm and a charge will be made. Families have two options; bringing their own packed lunch or purchasing a delicious home-made meal cooked in our school kitchen.