



# OVERCHURCH INFANT SCHOOL

## Nursery (Foundation 1) Admissions Policy

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Signed:	Headteacher
Signed:	Chair of Governors

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Appendix 1 – Nursery Charging Policy

## **Statement of intent**

Overchurch Infant School aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class.

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

## **1. 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 (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

This policy operates in conjunction with the following school policies:

- Charging Policy
- LA Co-ordinated Scheme for Primary Admissions
- Data Protection Policy

## **2. Application process**

Admissions to nursery provision will not in any way increase children's chances of admission to Overchurch Infant School.

One intake is processed for a September start date. Parents choosing to send their child to the nursery will have to complete an application form available from the school office – closing date for applications to be received is the beginning of March prior to admission date. Parents are required to provide their child's birth certificate and proof address when submitting their application form to the school office.

Once the applications are processed, parents will receive a formal written offer which they will need to accept or decline in writing in April prior to admission date.

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.

Parents who would like a part-time place will be asked to state a preference for morning or afternoon; however, the nursery may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled.

More information on fees and charges is outlined in the Charging Policy.

## **3. Equal opportunities**

The nursery will implement an effective policy to ensure 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.

## 4. Free childcare arrangements

The LA 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.

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

**Children are eligible for free childcare at Overchurch Infant School from the September term after their third birthday; the school has one intake per year only.**

The nursery can accommodate a maximum of 40 nursery children; 20 part time children and 20 children eligible for 30 hours. The school reserves the right to alter the numbers of part time and full time places offered without prior consultation dependent upon the number of applications received.

The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare. The nursery is able to accommodate 20 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.

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](#). Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time.

The school receives funding for Foundation 1 on a termly basis from the Local Authority. **Therefore, if you accept a Foundation 1 place at Overchurch Infant School it is expected that your child will complete each term in full.** Funding will not be available to a new provider during a term, except in exceptional circumstances, **agreed in advance** with the Headteacher. If your child has a part time place, funding will not be split; for a full time place the funding will only ever be split on a 50/50 basis.

In order to support families with siblings at Overchurch Infant School, timings of sessions have been organised to mirror the times of the school day. This equates to 31 hours and 15 minutes per week free '30 hour' provision and is supplemented by school at no additional cost to parents. This extra provision time also covers the loss of sessions during induction and at Christmas.

The sessions offered to nursery children are as follows:

- For children eligible for 30 hours free childcare – six hours daily, between the hours of **9.00am – 3.15pm**.
- All other children – three hours free childcare daily, between the hours of **9.00am – 12.00pm or 12.15pm – 3.15pm**.

## 5. 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 school office 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 during the year to identify any parents who have fallen out of free childcare eligibility. The LA will notify the school as soon as possible where parents have fallen out of their eligibility. The school will then notify parents to remind them to renew their eligibility code. **It is the parents' responsibility to renew eligibility codes.**

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 hours place, they should not take up their 30 hours 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 will be provided with the offer letter.

## **6. Extension of 30 hours to children in foster care**

Children in foster care are also eligible for the additional hours, provided that they meet all of the following criteria:

1. Accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision-making;
2. That, in single parent foster families, the foster parent engages in paid work outside their role as a foster parent; and
3. In two parent foster families, both individuals engage in paid work outside their role as a foster parent

In accordance with criteria 3, if one individual is not a foster parent, then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours at National Minimum Wage or National Living Wage to be eligible. There is no requirement on the type of work or number of hours that a foster parent must work in order to access the 30 hours, and there is no minimum earnings limit – although they must be engaging in paid work. Children in foster care will continue to be eligible for the universal 15 hours regardless of the working status of their foster parents. There is no requirement to access the full 30 hours if this is not necessary.

To apply for the additional hours, foster parents must apply directly to the LA – there is no requirement to apply via the childcare service. When initiating an application, foster parents are required to inform the child's social worker. A designated individual, as determined by the LA, will counter-sign the foster parent's application to confirm eligibility. This may be, for example:

- The child's social worker; or
- A supervising social worker; or
- An independent reviewing officer appointed by the LA to protect the child's interests throughout the care planning process.

In some cases, the LA may deem it appropriate for the application not to have a second signature – this will be agreed between the LA and foster parent before the application is made. The signed form (by the parent only) will be sent directly to the contact within the LA who is responsible for issuing codes.

The LA has the flexibility to develop a policy and procedure for establishing the eligibility of children in foster care. Any process developed will be proportionate, flexible and aligned with existing process as far as possible, with the focus being ensuring consistency with a child's specific care plan.

All foster parents will have access to the LA's locally agreed policies and procedures for determining eligibility. In particular, foster parents will be provided with the following:

- The role of the designated person
- Who the designated person is and how to contact them
- What evidence the foster parents should be expected to provide
- How the foster parent should pass the form to the LA
- How/if the evidence will be stored once the form is completed and approved
- The timeframe by which the designated person will response to any application – this will be no later than four weeks from the receipt of the application

Where the LA determines that an application for the additional hours is not consistent with a child's care plan, they will not be eligible, regardless of whether parents satisfy the other criteria outlined at the start of this section.

Where an application is approved, details will be entered onto the eligibility checking system where a record will be created for the child. Once the code is generated, this will be sent to parents via email and the child's social worker will be informed that the code has been issued. Once foster parents have received the code, the process is the same as that outlined in [section 5](#) of this policy.

**Foster parents will be required to re-confirm their eligibility every three months and will be prompted in advance of the deadline.** The LA is free to determine the exact evidence required from foster parents to re-confirm eligibility, which will be made clear to parents during the initial application. At a minimum, the LA will be satisfied that:

- The placement is still ongoing;
- Accessing the additional hours is still consistent with the child's care plan; and
- The foster parents are still engaging in paid work outside their role as a foster parent.

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.

## **7. Application timetable**

Overchurch Infant School has one Nursery intake per year, each September.

A child is deemed eligible for a nursery place at Overchurch Infant School from the beginning of the September term following their third birthday.

Formal applications for nursery places must be made by completing an application form. Application forms can be obtained from the main school office, available from October prior to planned admission.

Acceptance and non-acceptance letters are sent out during the Spring Term prior to Autumn intake.

Where places are remaining, 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.



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.

## 8. Additional costs

The school 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
- School trips
- Specialist tuition

Where charges are made in line with the above, parents are expected to pay for these; 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. The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents. Please refer to Appendix 1 – Charging Policy.

## 9. Oversubscription

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 who **have** a sibling attending the nursery or the main school **at the time of admission (ie in September of the year of admission)**
3. Children living within the catchment area for the nursery school allocated by distance
4. All other children

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.

## 10. 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 on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer by the reply date
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

## 11. Delayed starts and withdrawn places

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

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

## 12. Non-attendance

Parents must inform the school 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.

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.

## 13. 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.

## 14. Transition arrangements

During the Summer term, Reception teachers from Overchurch Infant school 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.

## **15. 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.

## **16. Monitoring and review**

This policy is reviewed annually by the governing board and headteacher.

# NURSERY CHARGING AND REMISSIONS POLICY (ALSO DISPLAY ON WEBSITE)

## Session Options and Pricing

We welcome all families and carers (See Admissions Policy) and do our best to meet requirements for all children.

Morning sessions are from **9.00am – 12.00pm** and afternoon sessions are from **12.15pm – 3.15pm** which are allocated by the school's administration team. 30 hour sessions run from **9.00am - 3.15pm** and are offered to those pupils in receipt of an eligibility code in the first instance. Extra sessions are charged at a competitive rate of £5 per hour, but need to be arranged during the application process, so we can check if there is availability to offer additional hours.

All Nursery children are entitled to 15 free universal hours per week and these are offered as:

5 x morning sessions or  
5 x afternoon sessions

Some Nursery children are entitled to 30 funded hours which run from **9am - 3.15pm. Lunch for 30 hour funded children is served between 12-12.30pm.**

Children eligible for 30 hour funding are able to bring a packed lunch or purchase a school dinner at a price of £2.50. Dinners need to be paid for in advance so they can be ordered (half termly). Full menus are available and all children eat their lunch within the Nursery setting supported by the Nursery staff. Parents can collect a menu and will be encouraged to talk to their child about the choices available.

## Termly £10.00 Contribution

Contributions are needed to help the school provide certain additional activities. Parents/carers are asked to make a contribution of £10.00 termly to the school to support the following:

- Cost of snacks
- Ingredients for baking/playdough activities

Parents/carers are informed of this contribution during the welcome meeting and upon their first visits to nursery.

## Payments

Payments for tuition charges and school meals are to be calculated and invoiced in advance so they can be paid by parents/carers at the beginning of each half term at nursery. A parentmail and follow up hard copy letter reminder will be sent to parents/carers if they have not paid their fees for their child/children. If parents/carers are unable to pay for lunch time fees for any reason they need to contact a member of the Leadership Team to inform them of their individual situation.

Parents will make these payments on a half termly basis through ParentMail. Alternate options to pay with cash should be arranged and agreed with the office staff who can provide a barcode for the payment to be made via a paypoint retailer. The school operates a cashless system.

## Educational Visits During the year

Children in school have the opportunity to access educational visits. A voluntary contribution is requested from parents/carers to support the coach hire/entrance fee for educational visits. No child will be excluded from any such visit if their parents/carers have not made any contribution. If the school does not have sufficient funds to meet these costs the Head Teacher may cancel the trip.

(Further information at [www.childcareprovider-checker.tax.service.gov.uk](http://www.childcareprovider-checker.tax.service.gov.uk))