

## Forestdale Primary School



At Forestdale Primary School we **believe** every child is given the best opportunities to **aspire** in their learning and to **excel** in their standards. This is reflected in the school value words which we expect all staff and children to demonstrate.

### Early Years (Nursery) Admission and Charging Policy

Forestdale Primary School is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment.

This policy has due regard to legislation and guidance including, but not limited to, the following-

#### Legislation-

- Childcare Act 2006
- Childcare Act 2016
- Data protection Act 2018
- The General Data Protection Regulation

#### Guidance-

- DfE (2014) School's Admission Code
- DfE (2012) School's Admission Appeals Code
- DfE (2018) early Education and Childcare
- DfE (2018) early years entitlement: operational guide

At Forestdale Primary School we offer high quality Early Years provision within a purpose built Foundation Stage Unit. The unit comprises of a 26 place nursery (Foundation 1) and a 30 place Reception class (Foundation 2), catering for children aged 3 to 5.

Parents/Carers may access their 15 hours of free early years' education per week for 38 weeks a year during term time. Parents will be required to sign a parent/school contract.

### **Children of Nursery Age/3 years old:**

Children who are 3+ years old may apply to start Nursery at Forestdale Primary School for the term **after** their third birthday.

#### **This means that:**

|                                                         |                                                                                         |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------|
| If your child is born between-                          | They can access 15 hours of free Early Years Education the term <b>after they are 3</b> |
| 1 <sup>st</sup> September and 31 <sup>st</sup> December | Spring Term-January start                                                               |
| 1 <sup>st</sup> January and 31 <sup>st</sup> March      | Summer Term- April start                                                                |
| 1 <sup>st</sup> April and 31 <sup>st</sup> August       | Autumn Term- September start                                                            |

The nursery opens **Mondays, Tuesdays and Wednesdays** from

8.50-12 noon- teaching sessions

12-1.15pm- lunchtime

1.15-3.10pm- teaching sessions

This gives 15+ hours of teaching plus another 3 + hours of free childcare at lunchtimes.

### **Applying for a place in the Nursery (F1)**

Forestdale Primary School Governors are responsible for determining the admissions for Nursery age children (F1) within our Foundation Stage.

Parents can register an interest for their child to attend the Nursery (F1) by contacting the School Office.

Where places are remaining, later admissions are possible, up to the admissions limit.

### **Criteria for Admission into the Nursery (F1) Oversubscription**

If more applications are received than can be accommodated the Admissions panel will consider children from each priority category in turn until all available places have been allocated.

- Children who have an education, health and care (EHC) plan that names the school are admitted before the over subscription criteria applies.
- Children with an EHC Plan that does not name the school will be referred to the admissions team to determine an appropriate place, in line with the LAs Fair Access Protocol.
- The GB may, in consultation with the SLT, 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 met by the school.
- LAC or previous LAC or adopted children or those children with a residence or special guardianship order.
- Priority is also given to children with an older brother or sister already at Forestdale.
- The distance from home to school will also be used to decide whether or not a place is offered.

- Where there is a tiebreak situation within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight line measurement, then by date of birth, with the older child given priority.
- Although we advise parents to put their child's name on the waiting list before their third birthday, this in itself will not necessitate a priority.

#### **Note of Interest (waiting) lists**

A note of interest list of applicants will be held in case spaces become available during the year. It will be constructed according to Forestdale Primary School criteria.

Being placed on the note of interest list does not guarantee a place in F1. Places will be allocated using Forestdale admission criteria following guidelines issued by the LA.

#### **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 within 6 weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at 2 maintained settings

#### **Refusal of admission**

A child is only refused admission if one of the following criteria are met-

- The nursery has reached its admission limit
- The child is not of the appropriate age

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

#### **Attendance for Nursery aged children (F1) within the Foundation Unit has no bearing on admission to Reception (F2).**

To follow LA policy, pupils in the Nursery do not automatically get a place in Reception. Parents with their children in our Nursery must apply for a Reception place at the school in the same way as others.

Applications for Reception places are completed online through the LA portal. Advise and help can be given by our Learning Mentor/ Parent Support Advisor on this.

#### **Charging and remissions**

The nursery 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**
- **Outside visitors**
- **Extra provision in the setting**

Where charges are made in line with the previous paragraph, parents are expected to pay for these; however, payments are voluntary. If there is not enough uptake of payment the setting reserves the right to cancel the provision. The nursery may also consider waiving or reducing the costs as appropriate.

### **Use of Personal Data**

All personal information is covered by the Data Protection Act 1998 and will be held by the school and used for purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose. The school reserves the right to verify information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date. Any place offered may be withdrawn if information provided is later proved to be false or misleading. The school has a GDPR policy and Data Protection Officer.

Date.....Summer 2019.....

Head teacher.....*RJames*.....

Chair of GB.....A Ridge.....

Date of review- September 2021