

# Wootton St Peter's CE Primary School



## Nursery Admissions Policy 2022-2023

Date Adopted by Governing Body: December 2021

Date to be Reviewed: September 2022

Signed Chair of Governors

A handwritten signature in black ink, appearing to read 'Andrew Morgan'.

*Andrew Morgan*

Signed Headteacher

A handwritten signature in black ink, appearing to read 'Charles Pitt'.

*Charles Pitt*

## **Introduction**

The School's catchment area is defined by the Ecclesiastical Parish boundary of Wootton St. Peter's Church and can be seen by visiting:

[www.achurchnearyou.com/wootton-st-peter](http://www.achurchnearyou.com/wootton-st-peter) and clicking on the 'Find Us' button. The map is interactive and allows you to zoom in to see in detail where the catchment area ends/

Wootton St Peter's is committed to provide an inclusive, supportive, and caring environment where we strive to develop the potential in every child in partnership with pupils, parents, staff and governors. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith. We expect parents to respect this ethos and its importance to the whole school community.

As an organisation, we recognise our responsibility to safeguard and promote the welfare of all our pupils.

Wootton St Peter's is a Voluntary Aided Church of England Primary School and we are offering this new early years provision under our Governors' community powers therefore, the admissions are determined by the Governors.

The Published Admissions Number for nursery (PAN) is 16 part time equivalent (PTE).

Wootton St Peter's have adopted the Oxfordshire County Council Policy regarding nursery classes, which ensures that admissions are based on common principles. There are some small changes to make the policy relevant to our local community and ethos.

***Parents/carers of children in the nursery class must apply through the normal Oxfordshire County Council school admission procedures for a place at Wootton St Peter's for a place in the reception year. This is completely separate process to that of applying for a place in the nursery class. Parents whose children attend the nursery class, particularly from outside the designated catchment area of Wootton St Peter's are not guaranteed a place for their child when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five). They must apply through the normal County Council school admissions procedures.***

## **Terminology**

**Admissions** – Applications for a place in Nursery should be made directly to Wootton St Peter's CE Primary School on a 'Nursery Application Form', which is available from the school office and website. If the number of applications is greater than the number of places, places will be allocated using the schools' nursery admission criteria.

**Year** – refers to the academic year (September to August).

**Admission Authority** – Governing body of Wootton St. Peter's School.

**Looked After** - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Siblings/Brother or Sister** - For admission purposes Wootton St Peter's is a Voluntary Aided schools and a sibling is defined as a brother, sister, half-brother, half-sister, stepbrother or step-sister who will be resident at the same address at the time of entry.

**Published Admission Number (PAN)** – The number of places, in part time equivalents (15hrs) agreed each year with the Governing Body in consultation with the County Council, and published in the Council's Pupil Place Plan.

**Universal Entitlement** – 15 hours per week, term time only or 570 hours a year, to which every child is entitled to in the term following their 3rd birthday.

**Extended Entitlement** – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

**Grace period** – when a child's eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

### **Eligibility Terms**

**Universal Early Education Funding entitlement starts from the term following the child's 3rd birthday**

Autumn Term: September 1st - December 31st

Spring Term: January 1st - March 31st

Summer Term: April 1st - August 31st

### **30 Hours Extended Childcare Entitlement**

Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at [www.childcare-support.tax.service.gov.uk/par/app/overview](http://www.childcare-support.tax.service.gov.uk/par/app/overview)

Parents cannot insist on accessing their child's extended entitlement at any particular provision. Schools must decide whether they will offer only 15 hour nursery places or whether they are able to include some 30 hour extended entitlement places. Schools should make clear to parents what options are available in regard to either the universal or extended entitlement.

Children may become ineligible for the extended entitlement. Where this happens there is a **grace period** during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours. Schools collecting payments for unfunded hours should ensure that those hours are not returned on the schools census or funding portal return.

# **POLICY FOR NURSERY ADMISSIONS AT WOOTTON ST PETER'S CE PRIMARY SCHOOL**

## **(Nursery Class)**

1. The Governing Body is responsible for the administration of admissions to governor run nursery provision. In the event of a complaint the final responsibility and decision for admissions to the nursery rests with the Governing Body of Wootton St Peter's.
2. The designated area (catchment) for our nursery class is attached. The catchment area for the nursery class is the same as the primary school.
3. Our published admission number for the nursery is 16 part time equivalent places (PTE). One p.t.e place is 15 hours per week, term time only, or 570 hours a year if the place is delivered flexibly.
4. We offer nursery places as agreed to the published admission number. A 30 hour place is deemed to represent 2 p.t.e. places.
5. The school will not operate the nursery with empty places in any term if there are eligible children on the continued interest list.
6. The minimum universal entitlement to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday.
7. Where capacity against the published admission number exists, places will always be offered for at least 15 hours a week (or 570 hours a year if a stretched offer).
8. The school may agree take up of fewer hours to meet parental request but this is subject to overall demand. Places will be funded on actual take up of hours. There is a minimum take up requirement of 15 hours per week.
9. Wootton St Peters also offers the extended entitlement, of up to 30 hours per week (term time only) or 1,140 hours per year if stretched throughout the year.
10. Admissions to our nursery class are three times a year, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.
11. Children are entitled to a place from the first day of term. We may offer a staggered start with small groups of new children starting on different days to help ease them into nursery but this is optional.
12. Parents will be notified that a place is available for their child no later than half a term in advance. The school may set and advertise a termly deadline for considering applications for admission in the following term.
13. The school may choose to allow parents to split their free universal entitlement with another provider but are not obliged to.
14. Flexibility Schools may offer their nursery places in a number of ways. These include half or full day sessions, extended sessions covering lunchtimes, or a stretched offer (fewer hours per week but including weeks during school holidays). Where the extended entitlement is available through hours in out of school clubs, or in partnership with other providers, the school must make clear which element is the universal entitlement and will therefore be guaranteed to continue should the child cease to be eligible for the extended entitlement. 15 hour places will be 5 mornings or 5 afternoons and 30 hour places will be 5

days a week with an optional lunch session which is chargeable. If a 30 hour child loses eligibility the family will be asked to choose either all mornings or all afternoons for their new funded entitlement.

15. Opening times of the nursery are available on the school website and it also sets out educational aims and provision. This policy is also available to view on the school website

16. When more applications are received than there are places available, the following criteria must be applied. These closely follow the admissions criteria for entry to the primary school. The headteacher will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. Other criteria (such as date of birth) cannot be used.

16.1 Children with an Education, Health and Care Plan naming the school.

16.2 Looked after children, whom the Corporate Parent agrees should attend the school, and 'previously looked after' children.

16.3 Families who have exceptional medical or social needs who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.

16.4 Children with a normal home address inside catchment and with a sibling on roll at the school and who is expected still to be in attendance at the time of entry.

16.5 Children who live outside the designated catchment area and with a sibling on roll at the school and who is expected still to be in attendance at the time of entry.

16.6 Children with a normal home address in catchment.

16.7 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Council's Geographic Information System

17. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

18. Where a family ceases to be eligible for the extended entitlement, the place should return to the universal entitlement level when the grace period expires, unless the parent/carers is prepared and able to pay for the extended hours. Schools offering the extended entitlement should explain this possibility in writing when offering the extended entitlement place. Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.

19. A universal entitlement nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

20. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the School Governors, as they have the ultimate decision regarding admissions to these schools.

21. There is no statutory right of appeal.

22. Your child having a place at nursery does not guarantee your child having a place in our Reception. Families must apply for a place in Reception through Oxfordshire County Council admissions team.



