



Brackenhill Primary School

Nursery Admissions Policy



Our School Vision



At Brackenhill, success is for everyone. Whether you are a mighty Oak or a tiny acorn, you can achieve and become anything you want to be. No matter what part of the journey you join us on, we will support you every step of the way and nurture your growth to help you reach your full potential. By providing you with opportunities that inspire and ignite your curiosity, we will water your thirst for knowledge to instil within you a love for learning so that you may flourish.

No matter what the weather, rest assured you will never be left alone and there will always be somebody to shelter you. Whether you are a creative rose, a curious daffodil, a content sunflower or a cheeky dandelion, at Brackenhill Primary, you will be able to blossom within our colourful and vibrant garden. You will grow with others around you on fertile ground to create a better world for everyone rooted in respect and kindness. No matter where you disperse, you will take your seeds of knowledge with you, offering them to gardens all around the world, knowing you will always have a place at Brackenhill.

Approved by:

Julie Hields (Chair of Governors)

Date: January 2024

Last reviewed on:

Annual review due:

Introduction

Good quality pre-school experiences are directly related to the better cognitive, social and behavioural development of young children.

The Childcare Act 2006 requires local authorities, health agencies and other partners to work together to tackle childhood poverty and reduce inequalities between young children aged 0-5. Local authorities are required to take the lead in ensuring sufficiency of childcare and ensuring information on early childhood services reaches all parents, especially those who may find it difficult to access them. The Family and Young Persons Information service provides up to date information.

<https://fyi.bradford.gov.uk/>

All registered early years education providers work within the framework of the Early Years Foundation Stage. In Bradford, the delivery of a range of national initiatives to support improving outcomes is focusing on supporting and improving links between schools and settings and sharing practice to benefit children's learning opportunities.

The types of settings providing early years foundation stage provision includes:

- Nursery schools/Children's Centres
- Nursery classes in primary schools
- Private day nurseries
- Pre-schools
- Playgroups
- Accredited childminders
- Independent schools

Entitlement

1. Every 3 and 4 year old child is entitled to 15 hours free early years education per week (during term-time) in the term following their 3rd birthday until they go to school full-time.

Child's 3rd birthday is between:	When your child can take their place
1 January to 31 March	The beginning of Summer term on or after 1 April
1 April to 31 August	The beginning of Autumn term on or after 1 September
1 September to 31 December	The beginning of Spring term on or after 1 January

2. Some 3 and 4 year olds will be entitled to 30 hours free early education in the term following their 3rd birthday, subject to criteria set by the government. Please see www.gov.uk for most up to date criteria.
3. Parents/carers can be offered some flexibility in how they take up the 15 hours per week but this may depend on agreement, availability and arrangements made with providers. Brackenhill generally offers either 5 x AM Sessions (8:30am – 11:30am) or 5 x PM Sessions (12:30pm – 3:30pm) per week for 15 hour placements.
4. 30 hour placements are offered as 5 x Full Day Sessions (8:30am – 3:30pm). The lunch hour is not included in the allocated 30 hours and is therefore chargeable at a rate of £1.50

per day should parents require their child to stay at school during this hour. This charge is to cover the cost of staff required to supervise the children during this time.

5. Where pupils attend our nursery setting for a full day, parents are requested to provide a packed lunch.
6. 30 hour places are subject to the school receiving a 30 hour funding code from parents. Moving children from one nursery setting to another mid-term is not recommended unless there is evidence of exceptional circumstances for doing so, or if the family have moved into the area. For admission purposes the start of the term is defined as 1st September, 1st January and 1st April.
7. Children accessing 15 hour placements will be able to purchase additional sessions if needed once they have taken up their full 15 hour entitlement.
8. Placements at Brackenhill are offered as either 15 hours or 30 hours as stipulated in point 3 and 5. The school will claim funding for the total 15 or 30 hours and therefore parents cannot access funded sessions elsewhere. Parents who are entitled to 30 hours funded childcare who only take up a 15 hour placement at the school nursery are able to use their remaining 15 hours elsewhere.

Allocation of Places

If there are more applications for a nursery setting than there are places available the oversubscription criteria below will be used to allocate places.

Children can be admitted to nursery in the academic year of their 3rd birthday, however, priority will be given to children that have their 4th birthday between 1st September and 31st August of the academic year of which they are applying for a place.

Waiting List

We hold a waiting list in school. Names may be held on the waiting list from birth. This can be done via the phone or by coming into the school office. Children are normally admitted in the September or January following their third birthday, but may be admitted sooner if spaces are available.

The waiting list is organised into terms which reflect the September and January intake and children are added to the waiting list once a completed Nursery Application Form is received.

Oversubscription Criteria:

Places in a nursery class will be allocated to children in the following priority order:

1. Looked after children – a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) at the time an application is made.
2. Children with exceptional grounds, such as special educational, social or emotional needs, as evidenced by a professional from health, social services or education – for example, children:
 - who have a significant medical condition and the child's consultant or paediatrician says they must go to a particular nursery;
 - who have social reasons supported by a relevant professional, for them to attend a particular school nursery class; or
 - children in lone parent families who have no other local family support.
3. For primary schools with an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance and live within the priority area – 'sibling' includes biological brothers and sisters, as well as

stepchildren and fostered children who are part of the same family living at the same address, but does **not** include cousins or children from different families sharing the same house. Every effort will be made to ensure that twins, triplets or children from other multiple births are able to attend the same nursery class. If this is not possible every effort will be made to support the family to gain places at another nursery.

4. For primary schools with an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance, but live outside the priority area or for primary schools without an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance.
5. For primary schools with an admission priority area, children living within the priority area.
6. Other children living closest to the school's main entrance – this will be determined using the Authority's Graphical Information System process and will be the distance between the child's home address and the school's main entrance measured in a straight line. A child "home address" is the address at which they live permanently. Where a child lives with parents with shared responsibility, the parents must decide which address to use for the allocation process. We cannot use the address of a relative or childminder.

Notes:

- (a) **The offer of a place at a nursery class attached to a primary school does not guarantee the child a place in the reception class at the same school. A fresh application will be required in accordance with the criteria for admission to reception classes.**
- (b) A child is of compulsory school age at the beginning of the term following the child's fifth birthday. Generally, children leave nursery to enter reception in the school year in which they have their fifth birthday and commence full time education before reaching compulsory school age. Only in exceptional circumstances can children remain in the nursery beyond the normal admission date for reception classes, however where a parent insists, a child may remain in nursery class until the end of the term in which they have their fifth birthday. School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age. Where a parent requests for their child to be admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. This means a child who remains in Nursery longer than normal might be admitted directly into Year 1.
- (c) Schools must ensure continuity of provision for any child remaining in their nursery until entering another school at a later date. As some primary schools operate a 2 point entry into reception it should not be assumed that the child will be leaving nursery at the end of the summer term.
- (d) Not all primary schools have a nursery class.
- (e) Due regard must be made to the Council's Continence Guidance 'Promoting Personal Care and Inclusive Practice' in line with the Equalities Act 2010 when admitting children to a nursery setting.

- (f) Induction and attendance arrangements for a nursery class in a primary school are at the discretion of and decided by each school.
- (g) Transport may only be provided where a child has been directed to a placement as part of an SEN assessment or Education, Health and Care Plan (EHCP).
- (h) Regular attendance is required to maintain a place in a nursery class, close liaison should take place with health visitors or social workers if there are concerns regarding a child's attendance. Brackenhill Primary's expectation of all pupils is 95% attendance and above.
- (i) No place will be allocated without the completion of a Nursery Admission Form. See Appendix A.
- (j) Vacancies arising during a school year should be filled from the school waiting list using the published criteria. Please also refer to point 3 of the 'Entitlement' section.
- (k) If a chosen nursery has no vacancies parents should be advised to contact the Families and Young Persons Information service for advice on other early years providers and settings.
- (l) There are no statutory appeal entitlements for parents/carers refused a nursery place at a school with a nursery class. Parents should follow the following procedure if they have cause to complain:
 - put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaint's procedure. They will however need to comply with the published rules for admitting children to their nursery class;
 - if not satisfied they should write to Local Authority's Early Years manager who will investigate the complaint;
 - where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.

Paid Provision

At Brackenhill Primary School we offer paid provision providing that we have places available. Priority is given to pupils accessing our mainstream nursery using their funded hours entitlement before any remaining places are opened up to fee paying pupils.

We therefore have a cut off point of the October half term following which places will be offered to fee paying pupils who will be contacted from our paid provision waiting list. We ask that any parents interested in the paid provision add their child's name to this waiting list as early as possible. Children can be admitted at any time of the year following the October half term cut off point.

Before allocating any fee paid places consideration is given to children on our nursery waiting list who are due to turn three during the academic year as these children have priority over fee paying children.

In order to support and meet the needs of our families, it is our aim to offer flexible arrangements wherever possible to children already attending our nursery who wish to secure an additional fee paid place. Children must attend for a minimum of two sessions.

Parents can check their eligibility for 30 hours free childcare via:

www.bradford.gov.uk/children-young-people-and-families/looking-for-childcare/30-hours-free-childcare

Parents/carers will be given a copy of our Charging and Remissions Policy and must sign a contract when their child is admitted. Please see our Charging and Remissions Policy.

Cancellation

Should you wish to terminate this contract or reduce paid hours you should do so in writing providing us with a minimum of four weeks' notice.

This contract may be ended by Brackenhill Primary with immediate effect if any of the following apply:

- Verbal or physical abuse to any staff
- Failure to pay nursery fees

You may be asked to pay a fee where sufficient notice has not been received to cover the cost until the place has been filled.

Late or Non-Collection of Children

Parents/carers must ensure that their children are collected promptly at the end of the session. If they are going to be late they must contact the staff at the school on 01274 578286.

Chair of Governors: _____

Date:

Headteacher: _____

Date: