

# St Martin's C of E Primary School



## Nursery Admissions Policy



<b>Policy Review Term:</b>	Annual
<b>Lead member of staff responsible for review:</b>	Headteacher (with input from School Business Manager and Nursery Administrator)
<b>Lead Governor responsible for review:</b>	Admissions Committee
<b>Date policy adopted:</b>	22 <sup>nd</sup> May 2023
<b>Dates policy reviewed:</b>	23 <sup>rd</sup> May 2024 – approved at FGB 8 <sup>th</sup> July 2024.
<b>Dates policy amended between reviews:</b>	

As a voluntary aided school, the Governing Board is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. Schools set their own oversubscription criteria.

## 1. The Ethos of St Martin's C of E Primary School

- 1.1 Our intent at St Martins, as a Christian school, is to provide a nursery where every child is cared for as a child of God. We place a high priority on the emotional health and well-being of every child and know that in order to learn effectively children need to feel safe and secure. In order to learn effectively, children need to understand how to learn, and why they're learning; they need a careful balance of challenge and support to enable them to be the 'best that they can be'.

We want children to experience the best of opportunities, in line with our vision statement and we encourage all members of our community to be "the best they can be for themselves, for others and for God's World"

Relationships are at the heart of our vision, and we want parents to feel part of their child's learning journey. We believe successful relationships are the bedrock from which a community grows; we therefore have an 'open door' policy, and we welcome parental feedback, support and partnership.

## 2. Early Years Funding for two-, three- and four-year-olds

- 2.1. All three- and four-year-olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some children, whose parents are working, will be entitled to 1140 hours a year.
- 2.2. Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our nursery is an approved provider and admits two-year-olds at the start of the term in which they have their third birthday.
- 2.3. Please check whether you can get a funded place for your two-year-old, you should [check here](#).



Would you like:

- to give your child a head start?
- to be able to go back to work?
- to give your child high quality learning and care?
- to have some time for yourself?

Check out if your 2-year-old can get 15 hours of childcare per week at a preschool, childminder or nursery - **and at no cost to you!**

Visit: [devon.cc/tyf](https://devon.cc/tyf)  
Call: **0345 155 1013**



You can also check if your child can have a free meal if they go to a nursery in a school!

For further information and terms and conditions visit:

[devon.cc/childcaretyf](https://devon.cc/childcaretyf)

From the Early Years and Childcare team



- 2.4. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time that can be taken in a day is 6.5 hours; parents cannot use more than two sites for funded early years places in one day.

### 3. Admissions to the nursery

#### 3.1. St Martin's admits:

- Eligible two-year-olds funded as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday
- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

### 4. Points of Admission to nursery

- 4.1. Generally, children will start at nursery at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.
- 4.2. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

### 5. Patterns of attendance available

- 5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a **core offer** for the **universal** 570-hour funding entitlement of:

Early Start – 8.30am – 9.00am (30 mins)  
Morning – 9.00am – 12.00pm (3 hours)  
Afternoon – 12.00pm – 3.00pm, with lunch at 12.30pm (3 hours)  
All day – 8.30 – 3.00pm (6 and a half hours)  
All day (later start) – 9.00am – 3.00pm (6 hours)

These timings allow for combinations of sessions to total the universal 15 or 30 hour entitlement e.g 5 x morning = 15 hours or 2 x all day + 1 x morning = 15 hours etc.

Parents are able to request any combination of nursery sessions, subject to availability.

Lunch will be eaten at 12.30 (during the afternoon session). You may provide your child with a packed lunch, or alternatively, you are able to purchase a school lunch for them at the cost of £2.00 per meal.

For clarity, if a parent wishes their child to attend nursery all day 8.30 – 3.00pm, including a school lunch, this will cost the price of the sessions plus £2.00 for the lunch.

- 5.2. If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 – 1.00pm. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose. We are not permitted to charge separately for this time if it is being taken as part of a funded session.

## 6. Extended Hours

- 6.1. Families that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours or 30 hours a week over 38 weeks of the year. NB: some families may attend more than one provider and want to stretch the entitlement across the year in one and take some during term time in another.
- 6.2. If parents want to buy additional hours on top of the 15 funded hours or the 30-hour extended entitlement, they can do this during any of our opening times. We sell 3-hour long sessions. Pricing of our sessions can be found in our Nursery Terms and Conditions.
- 6.3. Families that require a longer day than we can offer should contact the provider that we partner with; this is FISH Younghayes (Fun in school holidays) [Pinpoint](#)

## 7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 7.2. The school must comply with Devon County Councils [Provider Agreement](#).
- 7.3. Details about buying additional sessions/hours in the nursery are set out in the school's [Charging and Remissions Policy](#)

## 8. Childcare Vouchers and Tax-Free Childcare

- 8.1. Our school accepts childcare vouchers.
- 8.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#) this helps make childcare more affordable.

## 9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) and if their child attends **both** before and after the lunch time period. This means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).
- 9.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

## 10. Visiting

- 10.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit us, you should contact the school office on 01404 515409 to make an appointment.
- 10.2. Once a child has been offered a place, two stay and play sessions will be offered to support your child to settle in.
- 10.3. Most children will start at the nursery at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider.
- 10.4. Places are not allocated to a child automatically, even where:
  - there is an older sibling attending the school.
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 10.5. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website but the responsibility for making an application will be with you as the parent.

## 11. How to apply for a nursery place

- 11.1. **Parents must complete the Nursery Application Admissions form. A copy can be downloaded from the school website by clicking [here](#) or a paper copy can be obtained from the school office.**

## 12. Information provided in an application

- 12.1. We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided

knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child.

- 12.2. If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 12.3. You will be asked to provide date of birth evidence so we can check your child's age.

### 13. What happens next

- 13.1. If there are fewer applications than places, then no application will be refused. If there are more applications than there are places available, applications will be prioritised according to the oversubscription criteria. This has been delegated by the Governing Board to the Nursery Administrator to facilitate.
- 13.2. We will endeavour to give the hours requested on the application form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that are available.
- 13.3. Half a term before the child is due to start, we will contact successful parents to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

### 14. Published Nursery Admissions Number (PNAN)

- 14.1. This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 14.2. If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 14.3. The table below sets out our Published Nursery Admissions Number (PNAN)

<b>The maximum number of 2-year-old children that will be admitted at any one time: OR</b>	4
<b>The maximum number of 2,3 and 4-year-old children that will be admitted at any one time:</b>	32

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the nursery the Governing Board will use the following **oversubscription criteria** to prioritise applications for both funded and bought hours:

1. **Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.**
2. **Priority will next be given to children based on their exceptional medical or social needs or those of their parents.**
3. **Priority will next be given to children living within the catchment area set out in the map (see below), who are siblings of pupils on roll at this school.**
4. **Priority will next be given to other children living within the catchment area.**
5. **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.**
6. **Priority will next be given to children who regularly attend (or whose parents regularly attend) a Christian church.**
7. **Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
8. **Priority will next be given to other children.**

### **Catchment Area Map**

The catchment area can be viewed at [School designated \(catchment\) areas – Education and Families \(devon.gov.uk\)](https://www.devon.gov.uk/education-and-families/school-designated-catchment-areas) . The boundary is marked by blue lines. For admissions purposes, distances are measured in a straight-line from the green star marker for the school. We welcome admission applications for children living inside and outside of the school catchment area.

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## **15. Waiting lists**

- 15.1. Following the allocation of nursery places, the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 15.2. If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

## **16. Increasing the hours attended**

- 16.1. If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children who are already attending the nursery. If the parents do not want the sessions at the times which are available they will be offered to children on the waiting list.

## 17. Admissions appeals

- 17.1. If a nursery place is refused, parents can go through the school's complaints process to express their concerns. The school's complaints process and policy can be viewed in the Policies section on the school website or by clicking [here](#). The Governing Board will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

## 18. Transport

- 18.1. No transport is available for nursery children.

## 19. Uniform

- 19.1. Children attending are not expected to wear a uniform but one is available if desired. Details of how to purchase uniform can be found on our website. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the nursery is optional.

## 20. Claiming the Early Years Funding

- 20.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf.
- 20.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 20.3. Parents must not claim more than the 570 or 1140-hour entitlement. Checks are carried out to ensure that over claims are not made.

## 21. Changes to attendance

- 21.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
- a) Requests by parents whose children attend the nursery, and they want to increase OR change the times their child attends
  - b) New applications from parents whose children do not yet attend the nursery.
- 21.2. It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

## 22. Induction and transition arrangements for starting nursery

- 22.1. Half a term before starting in our nursery, parents will be contacted and offered a place and sessions times will be confirmed. Following that, we offer two initial stay and play sessions to help children to settle into our provision.



## 23. Contacts and further information

<b>Acting Headteacher</b>	Amy Hardinge
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