



## **Ilminster Avenue Nursery School**

### **Admissions and Allocations Policy**

Date Agreed .....

**Date Reviewed ..... Signed .....**

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## **1. Rationale**

Ilminster Avenue Nursery School believes that all young children have an equal opportunity to access nursery . Where the waiting list is oversubscribed, parents need to be aware of the priorities and criteria for admission, and the procedure for allocating places needs to be clearly understood by all.

This policy works in conjunction with the following policies: Bristol City Council (BCC) 'Revised Admissions Policy for Local Authority Nursery Schools and Nursery Classes' 2008, Complaints, Equalities, Health and Safety, Safeguarding, Special Educational Needs.

## **2. Aims**

Ilminster Avenue Nursery School aims to:

- have fair and consistent processes of allocation.
- maintain a balance in which all children benefit and thrive whilst upholding equal opportunities.
- reflect Bristol City Council (BCC) Policy on Early Years Education and allocation of places and current research on the best provision for young children.

## **3. 2 year old Free Entitlement**

If parents/carers of two year olds are in receipt of benefits they could be eligible to apply for a free early education place. These places are allocated centrally by the BCC Early Years Team, according to published admission criteria determined by Central and Local Government. Children can access a place if they are aged 2 by the end of December (for January), March (for April) and August (for September) who meet the criteria

We have 20 full time equivalent places which equate to places for 40 children.

To access a 2 year old free entitlement place parents must complete a BCC Admissions form found at the following link: <https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>

IANS staff will help parents to access this form and apply if they need assistance to do so.

There is a computer available in the community room.

## **4. Nursery classes for 3-4 year olds**

Parents/carers can either ring or speak in person to the Nursery School Reception to register their child for a Nursery place after their second birthday using the Nursery Waiting List Information form. They will be supported by staff in doing this and encouraged to provide as much information as possible. All the children go on a Waiting List.

All applications will be considered and places allocated following BCC's guidelines.

Sessions are 9-3pm- Monday, Tuesday and Wednesday 8.45 - 11.45, totalling 15 hours **OR** 12.00 – 3.00 Wednesday and 9-3pm Thursday and Friday, totalling 15 hours. Monday to Wednesday there are 108 places available and Wednesday to Friday there 72 places.

All places, including those that become vacant during the school year, will be allocated by the Admissions panel on the basis of the criteria listed below in order of priority:

1. Children already accessing their 2 year old Free Entitlement provision.
2. Children in Care aged 3 by the end of August.
3. Children on Child Protection Plans aged 3 by the end August.
4. Children in Need aged 3 by the end of August.
5. Other children aged 3 by the end of August who are children of families with specific needs.
6. Any other children aged 3 by the end of August. If there are too few places prioritise as follows:
  - I. Children who live in the Setting's reach area with BCC who have had older siblings here
  - II. Any other children who live in Bristol in age order, oldest first
  - III. Any other children outside of the Setting's reach area within BCC.

Offers of places will be sent out as they arise. Children may not start in our Nursery before they are three years old. Most children will start in September, with children also able to start throughout the year if places are available. They will start **as soon after** their third birthday in Term 1, 2 and 3 as they can, unless there are exceptional circumstances which will be taken to the SLT for discussion and a decision. In Term 4, 5 and 6 children will start the **term after** their third birthday unless there are exceptional circumstances which will be taken to the ELT for discussion and a decision made.

All children given a nursery place will be offered 15 hours. Monday to Wednesday am or Wednesday pm to Friday Term time only. Where space is available after all eligible three year old children have taken up their free 15 hour entitlement, parents/carers may apply to extend their child's hours by applying for the 30 hours provision if they meet the criteria:

Most children will attend the Nursery School for one year and progress to their Primary School the following September when they are 4 years old.

If parents request additional sessions/time in nursery these will be brought to ELT and discussed on an individual basis, always considering whether this will be in the best interest of the child.

## **5. 30 Free Hours**

From September 2017 HMRC will be providing a service whereby some children aged 3-4 years of working parents (max one parent's income of 100k pa) will be eligible to attend free education

entitlement for up to thirty hours term time only. This scheme is designed to reduce the cost of childcare and support families to work and progress their careers after having children. Parents must apply to the HMRC as a joint application and if eligible will get a gateway unique 11 digit code. As a provider we will accept the 11 digit code and register it with our local authority. This has to be updated by parents on a 3 monthly basis.

Eligibility for the full time placement free children includes households where:

- All parents (whether two parent or lone parent family) are working and earning the equivalent of 16 hours a week at the national minimum or living wage (includes income received from tax credits or universal credit) and/or:
- One/both parent is away on leave (parental/maternal etc.)
- One/both parents on statutory sick pay
- Parents on zero hour's contract will be eligible, as those who are registered as self-employed.
- One parent is employed and the other parent has either: substantial caring responsibilities/and or disability; is a foster carer

We will work with up to 3 providers (no more than 2 in one day) to provide up to the full time placement free education where we have available settings. Parents are requested to make it known on initial application forms and through the home visits if they are intending to apply for the fulltime placement.

Parents with changed circumstances which may affect their eligibility of the scheme must keep us informed as this will impact upon placement and numbers on the school roll. The senior leadership team will review class compositions and report to governors regularly on occupancy.

## 6. Snowflakes

This provision is for children with severe and complex needs who need additional adult support for their learning and/or medical needs.

**Please talk to Carolyn Stevenson(SENDCO) if your child meets the criteria for advice and support.**

Places for Snowflakes Room are as follows:

6 places for 2 year olds (15 hours per week, term time only) – these are funded and allocated by the Early Years SEN Panel.

6 places for 3 year olds (15 hours per week, term-time only) – these are funded and allocated by the School SEN team.

Parents can ask the BCC SEN team directly to carry out an assessment if they think their child needs an EHCP, and the Setting will help them with this process if they feel this is appropriate. A request can also be made by anyone else who thinks an assessment may be necessary, including doctors, health visitors, teachers and family friends. The EHCP assessment is a formal 20 week process that must adhere to statutory guidelines set out clearly in Appendix 3. Parents should be kept informed throughout the process about the status of their child's application.

Information on the timescales and process can be found at <https://www.bristol.gov.uk/policies-plans-strategies/send-in-education>

(please ensure to scroll down to the bottom of the page for downloadable documents)

There is a computer available in the community room.

Parents are given the opportunity to express their preference of school for their child during the EHCP process. Following the Draft EHCP Meeting Bristol SEN will consult with closest appropriate schools and parental preference of school.

Parents, school and professionals will receive confirmation of placement following the consultation. Parents will receive a hard copy of the Final EHCP which will name the school.

Updates and information on Education, Health and Care Plans can be found at:

<https://www.bristol.gov.uk/policies-plans-strategies/send-in-education>

## **7. Admission of Children who are not toilet trained**

When the Setting's staff carry out their home visit and parents/carers make introductory visits to the Setting, any difficulties with toilet training should be discussed with the parent/carer in an attempt to resolve these difficulties prior to the planned date of the child's admission to the Setting.

The Equality Act 2010 makes it illegal to treat a child less favourably than other children for reasons related to their disability. Refusing to admit a child who was late in becoming toilet trained because of their disability would constitute treating such a child less favourably than others, and would be against the law. We know this and have never treated children less favourably if not toilet trained.

## **8. Meeting children's and family needs - visits, home visits and settling-in periods**

All parents will have an opportunity to review their first choice of session times and offered the opportunity to meet with the Head teacher or Assistant Head teacher to discuss any additional learning, development or social needs. New parents and children are always welcome to visit. All families will be offered a home visit prior to the child's start date. The home visit helps the child to make connections between home and school and to settle confidently. We may ask the parents to stay for some initial sessions. Children will have staggered start dates to enable them to settle happily and sometimes it may take several days or weeks for the child to settle fully. The staff teams always welcome you to share your views and concerns and will try to give you and your child the best possible start.

## **9. Admissions complaints procedure for parents/carers**

Any complaints from parents/carers about the allocation of places will be dealt with using this complaints procedure:

1. Parents/carers who are not satisfied should put their concerns in writing to the full Governing Body. The Chair of Governors responds in writing.
2. If the parent/carer is not satisfied with the response from the Governors, they should follow the Setting's Complaints Policy.

Note: The basis on which the complaint will be considered is whether the setting has allocated the places in accordance with their written policy.

**10. Review**

This policy will be reviewed annually.

Policy date: March 2022