



# WOODEN HILL PRIMARY AND NURSERY SCHOOL

## NURSERY POLICIES

### Nursery Admission Policy

<b>Status of Policy</b>	<b>Date</b>
Statutory - BFC	
Reviewed	Annually
Policy written	May 2017
Last reviewed by governors	
Review due	March 2018

## 1. Free Early Learning Places

1.1 Children are eligible to access their free early learning place from the start of the term after their third birthday. Once eligible, subject to availability of a place, children can start at the beginning of any of the three school terms (autumn \ spring \ summer).

1.2 Children can access up to 15 hours of funded sessions per week based on parental choice and what Nursery can accommodate. This will enable a child to increase the number of hours per week that they access if the parent feels that their child is not ready to access 15 hours per week immediately.

## 2. Allocation of Free Early Learning Places

### 5.1 Criteria

- a. A child has the right to attend Wooden Hill Primary and Nursery School from anywhere subject to available places.
- b. Once admitted to the provision, children may stay until they transfer to Reception in a primary or infant school. A place would not normally be removed from a child unless the parent decides they no longer need it.
- c. If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

### 5.2 Oversubscription Criteria

The following is the order of priority in which applications should be considered if the provider is oversubscribed.

- a. **Children with Education Health and Care Plan (EHCP) Special Educational Needs (SEN)**, any child that has a statement for SEN that names a specific provider must be offered a place there.
- b. **Pupils in public care** (Looked After Children) \* see notes who:
  - are looked after at the time an application for a school is made or
  - will be looked after at the time when the child is admitted to school.
- c. **Children who are within the catchment of the school as defined by Bracknell Forest.**
- d. **Children with a sibling at Wooden Hill Primary and Nursery School.** Any child who has a sibling at the school, as this will ease pick up and drop off arrangements for parents \ carers.
- e. **Children who live closest to the school**, but are not within LA catchment. It is important for Wooden Hill Primary and Nursery School to serve the local community and thus priority is given for children who live locally. This means they are more likely to build relationships with local parents and children and also less likely to contribute to local traffic congestion by coming to school by car.
- f. **Date of birth priority** with oldest children admitted first. This will mean all children have an equal opportunity, regardless of where they live, of accessing provision for a similar length of time prior to compulsory school age.
- g. **Earliest date of application.** If all other factors are equal then the earliest application will receive priority. Children applying for a place at Wooden Hill Primary and Nursery School in advance of their eligibility will be placed on the waiting list and the date of their application recorded.
- h. As a maintained provider Wooden Hill Primary and Nursery School is not required to prioritise funded places and therefore parents \ carers will be allocated additional childcare hours at the same time they are allocated free early learning hours (even if this means another child may be unable to access a free early learning place because the hours are being used for paid for childcare).
- i. Additional hours over and above the 15 hours free early learning will be charged by Wooden Hill Primary and Nursery School at £12 per session (rate current at September 2016). Charges are still incurred for additional hours booked if a child does not attend whether or not this is due to sickness, holiday or parental choice. Half a terms' notice must be given for cancellation of both paid for and funded sessions.

### 3 Appendix

#### 3.1 Definitions for the purpose of this policy

Nursery School

School providing pre-school education for 3 and 4 year old children only

Maintained Sector provider

Provider maintained directly by Government funding

Application Deadline

Date by which applications must be received for initial consideration for a place for the following term

Waiting List

List of applications maintained by the eligible provider in the event of oversubscription. The waiting list is maintained in order of admission criteria

Autumn Term

The school term beginning in September and ending in December

Spring Term

The school term beginning in January and ending at Easter

Summer Term

The school term beginning in April and ending in July

#### 4. Free Early Learning (FEL) Admissions Procedure

4.1 Parents \ carers may apply at any time for a place for their child. Broomhall Nursery School will set a deadline date by which applications should be received each term in order to be considered in line with all other applications. All parents \ carers applying for a place will be given a copy of the admissions policy and procedure in force at that time, asked to complete a standard application form and informed of the deadline for submission of the application.

4.2 The admissions policy and procedure and application form will be distributed to parents \ carers, on request. Application forms from parents \ carers should be submitted to the school office.

4.3 Where there are more applications than places, all applications received by the deadline will be considered using the oversubscription criteria only.

4.4 Applications submitted after the deadline will only be considered for admission if the provider is not full or a place becomes available. If a place does not become available, the application will be considered at the deadline for the following term.

4.5 All information given by the parent \ carer must be regarded as confidential, but must be made available to those considering the application.

4.6 Attendance at Wooden Hill Primary Nursery School does not guarantee a place at for Reception at the school. These applications are dealt with separately by Bracknell Forest Borough Council School Admissions team.

4.7 All applications for places at Wooden Hill Primary Nursery School will be considered in the week after the half term, of the term before entry. Children are eligible for the free early learning provision from the term after their third birthday. Therefore children can be admitted at the beginning of any of the three terms (autumn \ spring \ summer) subject to the availability of a place.

Date of birth	Term in which child is eligible to be considered for entry	Application Deadline
1 April – 31 August	Autumn Term	30 <sup>th</sup> April
1 September – 31 December	Spring Term	30 <sup>th</sup> September
1 January – 31 March	Summer Term	31 <sup>st</sup> January

The governing body will delegate the admissions procedure to the Nursery Admissions Committee.

4.9 When applying, parents will indicate their preferred times of attendance. Allocation will be at the discretion of the provider and providers should attempt to minimise vacant sessions whilst maximising the number of children accessing their free early learning.

4.12 If a parent \ carer chooses to reduce their child's hours (either FEL or paid for hours) at Wooden Hill Primary and Nursery School then a half term notice period is required for the change to take effect.

4.13 Parents will be informed as soon as possible after their application has been considered, but no later than 2 weeks after half term, of the term before entry to Wooden Hill Primary Nursery School

4.14 All children due to start in any particular term, will be given a common starting date. Where there are large numbers of children due to start in the same term, we reserve the right to phase in their start over a two week period.

## **Tie Break**

After this, if there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

Where demand exists, schools admit up to their admission number and no places are reserved for pupils moving into their designated area.

Looked After Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after.

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<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>2</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>3</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>4</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).