

# Nursery Admissions Policy

## Wooden Hill Primary and Nursery School



Approved by: Governing Board

Date: 14<sup>th</sup> November 2023

Next review due by: November 2024

Signed

Headteacher:

A white rectangular box containing a handwritten signature in black ink that reads "I. Garner".

Signed Chair of Governors:

A white rectangular box containing a handwritten signature in black ink.

Wooden Hill Primary and Nursery School offers flexible Nursery sessions for pupils starting the term after their third birthday. Pupils are entitled to 5 free sessions (15 hours) across the week (mornings or afternoons or a combination of both). An additional 5 sessions (15 – 30 hours) are also available and can either be privately funded by parents or accessed free of charge for those parents eligible for the 30 hours funding. Eligibility can be checked via:

[Get 30 hours free childcare: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## **1. 15 Hours Free Places**

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).

Children can access up to 15 hours of funded sessions per week based on parental choice and availability in the Nursery. Some children do not start with 15 hours and build up when they are ready. The 15 hours are ringfenced so that parents can choose whether to build up to the maximum of 15 hours.

## **2. Allocation of 15 Hours Free Places**

Wooden Hill Primary and Nursery School prioritises the number of children attending the Nursery setting through allocating the 15 hours funded places first within a school term.

Once sessions for the 15 hours funded places have been allocated, Wooden Hill Primary and Nursery school will then allocate remaining additional sessions to those who request it.

## **3. Criteria for Admission**

- 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, however, if a child's needs are such that they cannot be met through ordinarily available provision the school will work with parents to discuss if the setting is suitable for their child. The final decision rests with the Headteacher. Exceptions to this would be if the child is in receipt of an Education Health Care Plan naming Wooden Hill Nursery.
- c. If, at the application deadline date (half term), there are more places available than there are applications, then all children will be offered a place.
- d. Subsequent applicants will be offered places until the provision is full for all 15 hours funded spaces
- e. If spaces remain available, additional sessions will be offered for those requiring 15-30 hours.
- f. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.
- g. Admissions are managed termly and applications for the following term must be received by the half term break.

## 4. Oversubscription Criteria

All children whose education, health and care (EHC) plans name Wooden Hill Primary School Nursery will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available in the Nursery, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Children whose permanent home is within the school's designated area (see appendix A)
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. **Children who live closest to the school**, but are not within the designated area. 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.
5. **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.
6. **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.

## 5. 30 Hours Funding and 30 Hours Self-Funded Sessions

If eligible for the 30 hours funding, parents must apply via:

[Get 30 hours free childcare: step by step - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The eligibility code must be given to the school as soon as possible.

It is the parents' responsibility to renew this code and provide it to the school. Any sessions accessed without the funding will be invoiced by the school.

15-30 hours can still be accessed if not eligible for the 30 hours funding, by self-funding.

The cost per session is £15. Each session is 3 hours long. 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.

Payment is due termly in advance.

The school reserves the right to withhold a place where non-payment has occurred until the debt has been paid in full and the remainder of the term paid.

## 6. Deadline for Changes

Half a terms' notice must be given for cancellation of both paid for and funded sessions.

Half a terms' notice must be given for any request to alter sessions. Wooden Hill Primary and Nursery School will always try to accommodate requests but these cannot be guaranteed.

## 7. Applications

Applications must be completed on the attached form (or by request from the school office).

At the time of application, parents should request their chosen session times. The school cannot guarantee requested sessions but will do their best to accommodate these requests.

Deadlines for applications for a place in Wooden Hill Primary and Nursery School Nursery are as follows:

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

Deadline for requests to change sessions, increase sessions or give notice:

| Term from which changes to take place | Deadline                  |
|---------------------------------------|---------------------------|
| Autumn term (September)               | 31 <sup>st</sup> May      |
| Spring term (January)                 | 31 <sup>st</sup> October  |
| Summer term (April)                   | 28 <sup>th</sup> February |

Letters of confirmation are sent within 2 weeks of the deadline.

## 8. Accessing a School Place in Reception

School places for Reception are managed through Bracknell Forest School Admissions and attendance at Nursery does not automatically transfer or give priority.

More information can be found via the Bracknell Forest website.

[Starting primary school | Bracknell Forest Council \(bracknell-forest.gov.uk\)](http://bracknell-forest.gov.uk)

# 9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

## Appendix A

Wooden Hill Primary and Nursery School Designated Area Map



