



Harbertonford C of E Primary School



Nursery Admissions Policy

2023

Policy Updated: February 2023

**Policy Review
Date:** February 2024

As an academy school, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

1. The Ethos of Harbertonford C of E School

- 1.1. Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

As a Multi Academy Trust we want to be nationally recognised for putting our pupils first by:

- Delivering educational excellence underpinned by strong moral values
- Each learner exceeding their aspirations in a quality learning environment
- Highly motivated, research-led, passionate teaching
- Schools being at the heart of and an integral part of their community
- Being a partner of choice

Our mission is to deliver the best for our children, families and communities through

- Innovative approaches to learning
- The development of partnership and collaborative working to create a cutting-edge approach
- An uncompromising approach to health, safety, nurturing and inclusion

We will achieve this by investment in:

- High quality provision for staff and their pathways to success
- School environments that provide stimulating learning spaces
- Strong business planning to maximise the Trust's geographical range and collective expertise

Every Academy within our Trust has considered exactly what they offer their pupils and this has been summarised as:

Small Schools, Big Opportunities

- Unforgettable experiences- setting the foundations for life
 - No ceiling, the highest possible achievement for all
 - Individuality valued, collaboration not competition
 - People matter, every interaction, every moment

The Church Schools within the Link Academy Trust aim to provide an education with four key elements which are at the heart of all that we are, enriched by our Christian traditions; Wisdom, Hope, Community and Dignity.

Our learners will be given opportunities to become independent, collaborative, creative learners who have the confidence to seek wisdom and nurture a love of learning. Our small schools provide big opportunities to broaden learners' horizons and prepare them for the fullness of life, through hope, aspiration and our core Christian values.

We focus on relationships and learning to live well in a wider community that can flourish together. Central to children's learning is respecting the worth, dignity and preciousness of each person in a safe and inclusive environment within the sight and love of God

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 can admit two-year-olds from the start of the funding period following their second birthday.

- 2.3. **If you are not sure whether you can get a funded place for your two-year-old, you should [check here](#).**
- 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 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery

- 3.1. Harbertonford C of E school admits:
- Eligible two-year-olds funded from the start of the funding period following their second birthday. [Maximum of four 2 year olds in any one session]
 - Eligible three-year olds that meet the criteria for two-year-old funding
 - Non-funded two-year-olds from the start of the term following their second birthday. [Maximum of four 2 year olds in any one session]
 - Non-funded two-year-olds as rising three-year-olds at the start of the term 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 term 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 the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and 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 entitlement of:
- Morning sessions of 9.00am to 12.00pm and
 - Afternoon sessions of 12.00pm to 3.00pm and
 - All day sessions of 9.00am to 3.00pm during term time only.
- 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 **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.
- 6.2. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell 3-hour/ and will consider selling single hours at £4.40 per hour for 3 & 4 year olds, or £4.58 for 2 year olds. A 3 hour session is charged at £13.20 for 3 & 4 year olds or £13.75 for 2 year olds.
- 6.3. Families that require a longer day than we can offer should contact the providers available via [Pinpoint](#)
- 6.4. The table below sets out our session times. **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

Session choices	Hours	Funded/bought hours
9.00am – 12.00pm	3	As part of the Early Years Education Funding or bought.
12.00pm – 3.00pm	3	As part of the Early Years Education Funding or bought.
9.00am – 3.00pm	6	As part of the Early Years Education Funding or bought.

- 6.5. Parents wishing to use their 15 funded hours during term times only with us need to choose sessions carefully so that they can access the full 15 hours e.g., sessions of 6 + 3 + 3 + 3 hours = 15 OR 3+3+3+3+3 hours = 15 OR 6+6+3 = 15

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 Trust's **Charging and Remissions Policy** which is available on the school website.
- 7.4. We are unable to refund fees for sessions not taken due to illness, absence, holidays or where the Nursery is forced to close due to circumstances beyond our control.
- 7.5. If a child's place is no longer required at the Nursery, (apart from at normal expected entry into primary/secondary school) then we ask that a minimum of four weeks' notice is given otherwise regular booked sessions will need to be paid for. This includes funded sessions. If you move to another provider without giving 4 weeks' notice, you will forfeit 4 weeks of entitlement funding and you will need to pay for your child to attend another provider as Harbertonford Nursery will claim the 4 weeks funding in lieu of 4 weeks' notice.

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 generally 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 Harbertonford C of E Primary School Nursery, you should contact the school to make an appointment. Our Administrator is contactable on 01803 732352.
- 10.2. Taster sessions are available upon request.
- 10.3. Most children will start at the nursery at the start of the term. Other children join us 'in-year' at other times. This may be because they are new to the area or would like to transfer from another early year's provider. This is at the discretion of the nursery lead.
- 10.4. To apply for a place here you must use the registration form at Appendix one.
- 10.5. Places are not allocated to a child automatically, even where:
 - there is an older sibling attending here;
 - a child attends a particular toddler group or Children's Centre attached to the school.
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.
- 10.6. 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 Registration form at Appendix one and return it to the school.**
- 11.2. The closing dates for applications for the nursery intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be

considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

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. Only if there are more applications than there are places available will the Admissions Committee prioritise applications according to the oversubscription criteria.
- 13.2.** We will endeavour to give the hours requested on the Parent Registration 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 fall closest to the hours requested.
- 13.3.** By 1 May, 1 October and 1 February 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. Overview of the Admissions Process

1) Visit the nursery in:	Spring term	Summer term	Autumn term
2) Apply by:	1 May	1 September	1 January
3) Admissions panel meet in:	May	September	January
4) Receive a letter about your application before:	May half term	October half term	February half term
5) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place).	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone,	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone,

	You can telephone, email or write to the school	email or write to the school	email or write to the school
6) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

15. Published Nursery Admissions Number (PNAN)

- 15.1.** 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.
- 15.2.** The trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published.
- 15.3.** If there is an increase in the demand for places the trustees 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.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN).

The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time: ratio is 1:8	16	18	20	22	24
The maximum number of 2 year old children that will be admitted at any one time: ratio 1:4	4	3	2	1	0
The maximum number of 2,3 and 4 year old children that will be admitted at any one time:	20	21	22	23	24

- 15.5.** Where the number of applications exceeds the number of places available the Admissions Committee 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 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 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.
7. Children who live outside the designated area who are eligible for the Early Years Education Funding for two-year-olds.
8. Other children.

16. Waiting lists

- 16.1. 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.
- 16.2. 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.
- 16.3. Parents with children that are not due to start within the next two terms, will be asked to complete a **Note of Interest for a Nursery Place** form at Appendix two and told when they should apply.

17. Increasing the hours attended

- 17.1. 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 on the waiting list. If the parents on the waiting list do not want the sessions at the times that are available, then they can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.

18. Admissions appeals

- 18.1. If a nursery place is refused, parents can go through the Trust's complaints process, which is available via the Complaints policy on our website to express their concerns. The Admissions Committee 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.

19. Transport

- 19.1. No transport is available for nursery children.

20. Uniform

- 20.1. Children attending Harbertonford C of E Primary School Nursery are not expected to wear a uniform.

21. Claiming the Early Years Funding

- 21.1. 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.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

22. Changes to attendance

- 22.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of each half 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) New applications from parents whose children do not yet attend the nursery.
 - b) Requests by parents whose children attend the nursery, and they want to increase OR change the times their child attends
- 22.2. 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.

23. Induction and transition arrangements for starting nursery

To support successful induction, we encourage a phased start. Parents are requested to stay with their child for part of session 1 for information sharing. If a child transfers from another setting, we will contact them for their records. Within the first few weeks, a letter will be sent allocating a key worker and parents of 2 year olds will be invited in to discuss compulsory 2-year checks.

24. Contacts and further information

Academy Head	Anne Burns
E-mail:	adminharbertonford@thelink.academy
Telephone:	01803 732352
Website:	http://www.harbertonford.thelink.academy/website
Social media:	https://www.facebook.com/harbertonfordprimary/ https://www.instagram.com/harbertonfordprimaryschool

25. This policy was reviewed and approved by the Admissions Committee

Appendix One

Application for a place at Harbertonford Nursery

To apply for a place please complete all of the following forms.

- Return all forms to the school office along with your child's birth certificate as we are required to certify your child's date of birth
- Please ensure that you include at least 3 contact details for responsible adults in case of emergency.

I wish to apply for a place in Harbertonford Nursery.

Child's Name:	
Date of birth:	
Address: (inc postcode)	

Please indicate preferred sessions.

Mon		Tues		Weds		Thurs		Fri	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

PLEASE INDICATE YOUR PREFERRED START DATE.....

Lunchtime is included in the afternoon sessions, please provide a packed lunch or book and pay for school dinners on the day required. (School dinners must be paid for at the start of the session, thank you).

Additional Information

Is there anyone who has restricted access to your child? If yes please give details.

Is there anything further that you would like to share, confidentially with us? If yes, please just write yes, and we can talk to you further at a mutually convenient time.

Please complete one of the following statements

1 If your child is claiming a maximum of 15 hours per week, over a minimum of 3 days.

I confirm that my child will access Hours per week over days. I confirm that my child does not access a free place with another Devon provider or with a provider in another local authority.

2 If your child is claiming the free entitlement with more than one provider. The total claim must not exceed 15 hours per week.

I confirm that my child will access Hours per week with Harbertonford nursery and he/she is also accessinghours per week with

Name of other provider	
Address of other provider	
Postcode	

I give permission for Harbertonford nursery to share my child's Individual Learning Plan with the above setting. I understand the settings my child attends may share information to support my child's learning and development.

I understand that if I have given any false information on this form, I may be asked to reimburse the provider. I understand that checks on the system will be made and that I am required to give my provider a copy of my child's birth certificate as proof of his/her date of birth.

Signed:	
Print Name:	
Date	

Note of Interest for a Nursery Place

You can complete this form if your child is not yet old enough for you to make a nursery application.

We will send the Registration Form via email when you need to apply.

Please check [on the Citizens Portal](#) now to see if you are eligible for two-year-old funding and free school meals in the nursery as this may help when completing the application form.¹

Childs Details
First name:
Last name:
Date of birth:

Siblings Name/s
First name:
Last name:
Date of birth:

First name:
Last name:
Date of birth:

First name:
Last name:
Date of birth:

¹ If your circumstances change you must recheck your eligibility.

Parent/Guardians Details	
First name:	
Last name:	
Address:	
Phone Number:	
Email Address:	
Relationship to the child:	

Privacy and Data Protection

Your personal data is being used by us because you have showed an interest in applying for a place in our school nursery when your child is old enough. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed via the school website. Please confirm that you give your consent to the School using your personal data as outlined in our privacy notice, by signing below.

Applicant's signature:	
Date:	

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the school administrator on 01803 732352 or adminharbertonford@thelink.academy

If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the schools Data Protection Officer, Susan Stansfield, at DPO@thelink.academy