



## High Bank Junior Infant and Nursery School Nursery Admissions Policy

**Review:** May 2023

**Next review:** May 2024

## **ADMISSIONS POLICY**

### **Introduction**

High Bank JIN School operates a morning and afternoon Nursery for three- and four-year olds. The Nursery aims to provide a high-quality nursery experience for children that is geared towards a smooth transition to their next phase of education.

The schools Governing Body is the admissions authority and is responsible for setting out the school's Nursery Admissions Policy. The policy is written to ensure fairness and equality for all those intending to begin their education at the school.

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The General Data Protection Regulation
- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

### **Free childcare arrangements**

The Local Authority (LA) is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined. Children are eligible for free childcare from the relevant dates (outlined below) up until the beginning of the term following their fifth birthday. With regards to the age criteria, pupils will be eligible as follows:

1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday

Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday

Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

- There are 20 places available in our Nursery class. Part time children attend Nursery from 8.50am to 11.50am or 12.30pm to 3.30pm.
- Parents can register for a place in our Nursery anytime after the child's birth by calling into school with a birth certificate for verification. School will inform parents when their child is due to start part time education. Parents are then invited to a new parent meeting, visits to Nursery with their child and also offered a home visit.
- The school offers 30 Hour free childcare for eligible 3 year olds. We currently offer up to 8 places for our Nursery pupils who have a 30 hour eligibility code.

- Unfortunately, children attending our Nursery are not necessarily guaranteed a place in our Reception class.

### **Nursery Admissions Criteria**

If there are fewer applicants than places available, everyone who applies will be offered a place.

Places will be offered by contacting parents by letter or telephone call using the contact details provided. If no response is received within 4 weeks of making the offer, the place will be offered to another child on the waiting list.

### **Over Subscription Admissions Criteria**

When there are more applicants than there are places available there has to be a way of deciding which children are offered a place. This is known as an admissions criteria or oversubscriptions criteria. At High Bank the admissions criteria for Nursery:

1: Children who live in the priority admissions area (PAA) who have a brother or sister attending from the same address at the time of admission (sibling rule).

2: Children who live in the priority admissions area (PAA)

3: Children who live outside the priority admissions area (PAA) who have a brother or sister attending from the same address at the time of admission.

4: Children who live outside the priority admissions area.

### **Monitoring and Review**

This policy is reviewed annually by the Governing Body, which delegates responsibility to the Resources Committee.