

# **Monkerton Community Primary School**

## **Nursery Admissions Policy**

This policy will be used to determine admissions to the Nursery at Monkerton Community Primary School. This policy is meant to complement the policy for admissions to the main school.

### **The Ethos**

Monkerton Community Primary School is part of Cornerstone Academy Trust. It seeks to create and promote a challenging learning environment that inspires children to achieve high standards and become life-long independent learners. The school will set consistently high expectations, build children's confidence and ensure engagement for all. The school will endeavour to develop creative thinkers, inquisitive questioners and avid problem solvers with flexible skills who are successful communicators. Children will learn to collaborate effectively at all levels, including working with our international partners, and be equipped to adapt to the needs of a diverse and ever-changing society. By embracing technology as part of everyday teaching, the school will be able take a new approach to digital tools, embedding their use within a broad and balanced curriculum. The school will create and promote a challenging computational learning environment. The children will be taught from an early age to program, to develop good logical thinking skills, to solve problems and to collaborate effectively with their peers.

We ask parents to respect this 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.

### **Early Years Education Funding for two, three and four-year olds**

All three and four-year olds, and some two-year olds, are entitled to a free Early Years education place for 570 hours a year over no fewer than 38 weeks of the year. Some two, three and four-year olds qualify for 1140 hours a year over no fewer than 38 weeks of the year.

We expect to admit children that will be using their Early Years Education Funding and those that are both funded and buying hours. There may be some children who are only attending for funded hours and some that only attend for a combination of funded and bought hours. The minimum amount of funded time in a day is 3 hours and the maximum is 10 hours.

### **Admissions to the nursery**

We admit:

- Funded three and four-year olds with Universal funding from the start of term following their third birthday.
- Funded three and four-year olds with Working Entitlement from the funding start date.
- Funded two-year olds with Working Entitlement from their second birthday.
- Funded two-year olds with Targeted funding from the start of term following their second birthday.

Any child between the ages of two and four may attend for bought sessions or hours in addition to these funded hours.

### **Patterns of attendance available**

We are required to offer the Early Years Education Funding in a flexible way. Our school makes a core offer of:

- Morning sessions of 9:00am to 12:00pm
- Lunch (at a cost to parents) available at the end of the morning session or the start of the afternoon session
- Afternoon sessions of 12:00pm to 3:00pm
- All day sessions of 9:00am to 3:00pm

- Sessions can be term time only or all year round (excluding the Christmas school holiday, bank holidays and staff training days)

If you choose a morning, afternoon or an all-day session this includes the lunchtime period that is 11:30 – 12:30 pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

## **Extended Hours**

In addition to our core hours we offer extended hours to two, three and four-year olds:

- Morning sessions of 8:00am to 9:00am for two, three and four-year olds
- Afternoon sessions of 3:00pm to 5:00pm for two-year olds
- Afternoon sessions of 3:00pm to 6:00pm for three and four-year olds
- All day sessions of 8:00am to 5:00pm for two-year olds
- All day sessions of 8:00am to 6:00pm for three and four-year olds

Early Years Education Funding can be used for extended hours between 8:00am – 6:00pm.

## **Charging**

If you wish to buy additional hours on top of the funded hours you can do this during any of our opening times. Please see the school website for details of current charges.

There is no charge for applying for a nursery place, for admission or for the provision of education. 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.

A charge cannot be made if a child is only attending the nursery as part of their Early Years Education Funding.

Details about buying additional sessions in the nursery are set out on our website.

## **Childcare Vouchers and Tax Free Childcare Payments**

Our school accepts childcare vouchers and tax free childcare payments. Please contact us to ask about the vouchers we accept. If your employer has a different voucher scheme, please contact us so that we can register with your employer's scheme.

Parents only wishing to use their 15 or 30 funded hours with us need to choose sessions carefully so that they can access the full 15 or 30 hours e.g. sessions of  $6 + 3 + 3 + 3$  hours = 15 OR  $9 + 6$  hours = 15.

We open the Monkerton nursery during term times only, however, children attending all year round can attend the Westclyst nursery during school holidays. You can spread the funded entitlement across 38 or 48 weeks of the year.

## **School Lunches**

Free school meals (FSM) can 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.

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.

## **Visiting**

We welcome visits from parents and children who are considering applying for a place. 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, you should contact the school to make an appointment.

Children start at the nursery at any time during the term. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular toddler group;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school will not hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

## **How to apply for a nursery place**

Parents must complete the Nursery Admissions Application Form found at [www.tcat.educat](http://www.tcat.educat).

The closing dates for applications for the nursery intake are: 1<sup>st</sup> April, 1<sup>st</sup> September and 1<sup>st</sup> 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.

## **Information provided in an application**

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. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform us as this may affect your application.

You will be asked to provide date of birth evidence, so we can check your child's age.

## **What happens next**

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 we prioritise applications according to the oversubscription criteria below.

By the half term preceding any new term 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. If you need help finding a place at another provider, please contact Devon County Council.

## **Points of Admission to nursery for funded hours**

Generally, children will start at nursery at the beginning of a term. Eligibility for two-year-olds to receive the Early Years Education Targeted Funding is at the start of the term following their second birthday. Eligibility for all three-years-olds to receive the Early Years Education Universal Funding is at the start of the term following their third birthday. This Universal 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. Eligibility for two and three-year-olds to receive the Early Years Education Working Entitlement Funding is from the funding start date.

<b>2 year olds eligible for Targeted funding or 3 years olds eligible for Universal funding</b>		
<b>On or after</b>	<b>And on or before</b>	<b>Funding starts:</b>
1 <sup>st</sup> September	31 <sup>st</sup> December	Spring (after Christmas)
1 <sup>st</sup> January	31 <sup>st</sup> March	Summer (after Easter)
1 <sup>st</sup> April	31 <sup>st</sup> August	Autumn (after Summer)

## **Moving on to Reception in school**

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 request to defer admission or send their child part time. Each request is looked at on a case by case basis, using the evidence provided by the parent. If you have any queries about moving on from nursery to Reception at any school, please contact our Admissions Officer or the LA Admissions Team.

All children must formally apply for a place in a Reception class in any state-funded school or academy. That includes children at our nursery who wish to attend our Reception class. While there is priority for admission for nursery children, this is not a guarantee of a place. You must apply through the Local Authority where your child lives. For information about this process, please contact us directly or speak with Devon Admissions.

We do not normally accept applications for school aged children at the nursery.

## **The admissions process**

<b>1) Children become eligible for a place when they were born:</b>	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
<b>2) Visit the nursery in:</b>	Spring term	Summer term	Autumn term
<b>3) Apply by:</b>	1 April	1 September	1 January
<b>4) Admissions panel meet in</b>	April	September	January
<b>5) Receive notification about your application before:</b>	May half term	October half term	February half term
<b>6) Start at Nursery (or at the start of term closest to that month)</b>	September Autumn Term	January Spring term	April Summer term

## **Nursery Admissions Number**

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 this number. If there is unexpectedly high demand and we believe we could admit more children, we will do so. 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.

If there is an increase in the demand for places we may decide to increase the number at the start of the following term in order to accommodate children on the waiting list and conversely reduce the number if there is a very low demand.

The table below sets out our Nursery Admissions Number:

<b>The maximum number of 2-year olds that will be admitted at any one time:</b>	20
<b>The maximum number of 3 and 4-year olds that will be admitted at any one time:</b>	60 less the number of 2-year olds

## **Oversubscription Criteria**

The criteria in this section apply to entry at all times. When the Nursery is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Needs naming the Nursery, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1. Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.**
- 2. Children for whom an exceptional social or medical need to attend this school is demonstrated.<sup>1</sup>**
- 3. Children whose parent is a member of staff employed here for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
- 4. Children who have a sibling on roll at the nursery or in the main school.**
- 5. Children who live in the catchment area of the school.**
- 6. Other children.**

## **Tie-breaker**

If it is necessary to prioritise an application within any category we will use the distance from home to Nursery, as measured by the shortest walking route. The closer the child's home, the higher the priority. We measure using an electronic mapping system which can be viewed below and at [devon.cc/schoolareamaps](http://devon.cc/schoolareamaps). If this is insufficient, we will use a random number generator to draw lots. This will be conducted by a person independent of the academy.

## **Waiting lists**

Following 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. It is possible that a child's name could go down on a list as well as up.

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.

## **Admissions appeals**

If a nursery place is refused, parents can go through the school's complaints process to express their concerns. The Trust will review the decision and decide whether the refusal was justified on the grounds

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<sup>1</sup> Each application must include evidence from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered.

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.

## **Transport**

No transport is available for pre-school children. If you have any queries regarding this, you can discuss them with the LA where your child lives – in most cases this will be Devon County Council.

## **Claiming the Early Years Education Funding**

The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

It is important that both the school and parent can see what time is funded and what time is being bought.

Parents must not claim more than the 15 or 30 hour entitlement. Checks are carried out to ensure that over claims are not made.

## **Changes to attendance and Increasing the hours attended**

If a place becomes available part way through a term, the oversubscription criteria will be applied to those on the waiting list to determine who should be given priority for that place.

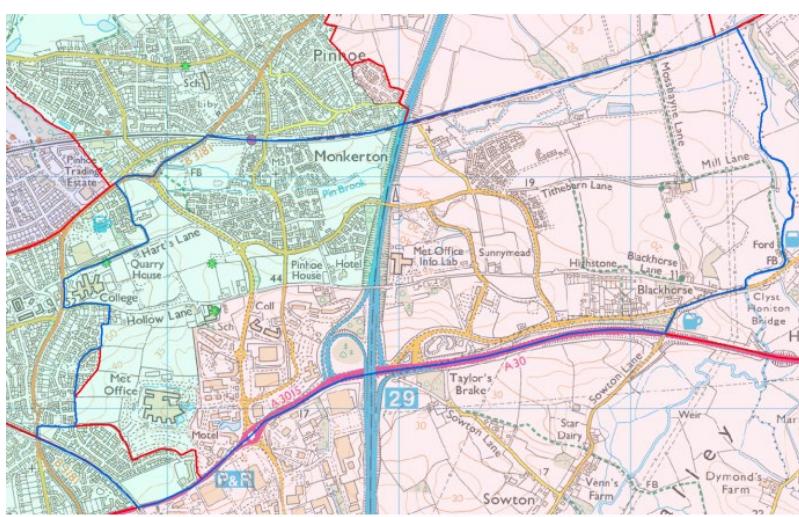
Changes to the times when a child is attending can be requested at any time.

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.

If a child is sick and unable to attend their booked session, the parent must inform the school by the start of the session. If a child does not attend the nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

## **Catchment or Designated area**

Our catchment (or designated area) is in the middle of the map, bordered by a blue line. You can view it in more detail online at [devon.cc/schoolareamaps](http://devon.cc/schoolareamaps). This will confirm whether addresses close to the boundary are inside or outside our area. We welcome admissions applications for children living inside and outside our designated area.



## **Contacts and further information**

Responsible Person: Executive Headteacher and Trustees' Admissions Committee.

Please contact:

Executive Headteacher  
Monkerton Community Primary School  
c/o Broadclyst Community Primary School  
School Lane  
Broadclyst  
Exeter  
EX5 3JG

01392 304040  
[admin@tcat.education](mailto:admin@tcat.education)  
[www.mcps.education](http://www.mcps.education)

## **Glossary and definitions**

Children formerly Looked After	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). 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.
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. Any child whose Education, Health and Care Plan names this school will be the highest priority for a nursery place.
Home Address	Where we ask for evidence of the address from which a child would attend nursery, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can't provide this evidence should contact us. We don't intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.  We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.

Member of staff	This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school where that can be identified. Where it can't be identified, we will expect that priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.
Overseas children	We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non-EU nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless they can provide a valid visa allowing entry into the country.
Oversubscription criteria	Where the number of applications exceeds the number of places available we will use our oversubscription criteria to prioritise applications.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian, and this can be one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Sibling	This will be any child living in the same household as part of a single-family unit. It will also include a full, adopted or half brother or sister living at a different address. To qualify as a sibling, a child must be on roll in the Nursery or on roll in Reception to Year 6.
Tie breaker	To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the school's establishment marker on Devon LA's Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.  If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.
Uniform	Children attending our nursery are not expected to wear a uniform. However, children can wear the Westclyst Community Primary School uniform if they choose.