

# Admissions Policy



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<b>Head of Nursery signature:</b>	Lauren Sylvester
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## Introduction

The Local Authority is responsible for admissions to nursery classes in community and voluntary controlled schools and to community and voluntary controlled nursery schools. This policy outlines the procedures in place to be admitted at Poppins Nursery and the criteria used to determine prioritisation of places, in the eventuality that the nursery is at capacity, several applicants seek a nursery placement at the same time and a place becomes available. Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions so it is essential therefore, that all admissions decisions can be justified by reference to the criteria detailed in this policy. The particular circumstances of the nursery should be considered.

Poppins Nursery can accommodate children from the age of 2 years old until they are enrolled at Primary School. Most children attend Primary School the September after their 4<sup>th</sup> birthday. However, there are some circumstances in which children may start school later. This needs to be agreed by the local authority and school you wish your child to attend. More detailed information around school admissions can be found at <https://www.gov.uk/schools-admissions/school-starting-age>

At Poppins Nursery, we accept both 15-hour and 30-hour funding codes for universal free learning and care in early years settings. Your eligibility for funding will depend on a number of factors including the age of your child, your immigration status, the hours you work or your benefit status. Details of how to apply and whether you are eligible for a funding code can be found at <https://www.gov.uk/find-free-early-education>

Citizens advice also share some information on funding code eligibility <https://www.citizensadvice.org.uk/family/education/claiming-the-new-15-hours-of-free-childcare-for-2-year-olds/>

## Procedures for admission to Poppins Nursery

Poppins Nursery can accommodate a maximum of 30 children from 2 – 5 years of age. The patterns of attendance available are:

Provision	Sessions
Full day	9.15am – 3.15pm
Half day	9.15am – 12.15pm Or 12.15pm – 3.15pm

You may apply for a place at any time by completing an application form which is available upon request from the nursery or The Carroll Centre. Where there are more applications than places, the admission criterion below will be used to determine the priority for admission. The final decision on when a child is admitted, the number of hours a child is able to attend and their pattern of attendance, rests with the Head of Nursery and Board of Trustees.

## Admission criteria

All applications will be considered in accordance with the following criteria, set out in priority order. Length of time on any waiting list will not be taken into account.

Categories B & C contain examples of both special educational and social need.

- A. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption order, a child arrangements order, or special guardianship order.

[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). An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).]

- B. Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, area Inco, outreach worker or education welfare officer on the basis of the child's special educational needs.

Examples of special educational needs, in no order of priority, might include:

- emotional and behavioural problems
- hearing difficulties
- lack of personal interaction and stimulation
- physical disabilities
- speech and language problems
- visual difficulties

- C. Children with social needs, based on information gained by the Head of Nursery, as part of the application procedure.

Examples of social needs, in no order of priority, might include:

- children who were multiple births (twins, triplets)
- a child with a confined play space
- a child from a one parent family
- a child in a large family (four or more children)
- a child with parents under 20 years of age
- a child in sole care of grandparents
- a child who has two or more siblings under 4 years of age
- a child on the child protection register
- a child of parents with disabilities
- a child with English as an additional language
- a child who is eligible for the 2 yr old early education funding
- a child who is eligible for the 30 hours free childcare for working families, subject to confirmation of the eligibility from the DfE. (Families who meet the 30 hours criteria and have moved from government unemployment benefits to employment or low income will be given higher priority than those currently in employment).

- D. Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support.
- E. Children who have a brother or sister (including children living as siblings in the same family unit) on the nursery roll.
- F. Children of staff who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- G. Other children.

### **Tie-breaker**

If the nursery is oversubscribed within any of the above categories (A –F), children due to start school in the next academic year will be given priority. Then preference will be given to children who live closest to the school measured by straight line from school to the entrance of the property. Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants.