



GLORY FARM PRIMARY SCHOOL

Headteacher: J MacLachlan

Hendon Place

Sunderland Drive

Bicester

Oxfordshire

OX26 4YJ

Tel : 01869 244050

Email : office@gloryfarmschool.co.uk

Website : www.gloryfarmschool.co.uk

Policy for Admission To Glory Farm Primary School Nursery Class

For admissions from September 2019 onwards

The Published Admission Number for the Nursery is part time equivalent 52 places

The age range of the nursery is 3-4

Extended (30 hour) funded places will be offered

Bernwode Schools Trust is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxfordshire OX26 4RS

Introduction

This policy is for admission to the **Nursery** of Glory Farm Primary school.

Schools can offer nursery provision either by formally extending their age range- involving a statutory notice and public consultation, or by using their governors' community powers under Section 27 of the Education Act. This allows Governors to offer childcare for the benefit of families of pupils at the school or families who live or work in the locality of the school. Glory Farm Primary School has chosen to use their governors' powers to offer childcare and early education places. This means that we are not legally obliged to follow the Oxfordshire County Council nursery admissions policy, and can set our own. However as an Academy, this policy is based on the County Council model but is tailored to best suit our local needs.

Parents should note that the process of applying for a place at primary school for the reception year is separate to that of applying for a place in a nursery class. Parents whose children attend our nursery class **do not have a guaranteed place** at Glory Farm Primary School when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five) and must apply through the normal County Council school admissions procedures:

<https://www.oxfordshire.gov.uk/residents/schools/starting-school>

The ethos of our Early Years Provision is about school readiness. This means we have an expectation that these places will be taken up with parents that respect the ethos of the school and commit their child to learning every day during term time. In return the Nursery will provide exciting and enriching opportunities for your child to learn in a safe stimulating environment.

Terminology

Reception - the year children become 5

Year – refers to the academic year (September to August)

Looked After – A 'looked after child' is a child who is (a) in the care of a local authority or (b) being provided accommodation by a local authority on the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making the application to the school.

Siblings/Brother or Sister - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, step- brother or step-sister who will be resident at the same address at the time of entry.

Published Admission Number – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council's Pupil Place Plan.

Universal Entitlement – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday.

Extended Entitlement – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

Grace period – when a child's eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

Early Education for eligible children aged 2 –Glory Farm Nursery does not offer provision for 2 year old children

Eligibility Terms

Universal Early Education Funding (15 Hours) entitlement starts from the term after the child's 3rd birthday

Autumn Term: September 1st-December 31st

Spring Term: January 1st-March 31st

Summer Term: April 1st-August 31st

30 Hours Extended Childcare Entitlement

From September 2017, families meeting certain eligibility criteria will be legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.childcare-support.tax.service.gov.uk/par/app/overview

Glory Farm Nursery Offer

Glory Farm Primary School Nursery will be offering a 30 hours extended childcare provision, this provision will be 8.45am – 2.45pm Monday to Friday.

The school will also be offering a 15 hours provision – this provision is morning (8.45am-11.45am) or afternoon slots (11.45am - 2.45pm), 5 days a week.

Grace Period (30 Hours provision)

During their time at Glory Farm some children may become ineligible for the extended 30 Hour entitlement. Where this happens there is a grace period set by the DfE during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours.

Allocating Places and Oversubscription

Admissions are three times a year, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.

For September start- Autumn Term:

Application needs to be received by 30th March to be considered under this policy.

For January start- Spring Term:

Application needs to be received by 30th September to be considered under this policy.

For April start- Summer Term

Application needs to be received by 31st of January to be considered under this policy.

POLICY FOR NURSERY CLASS ADMISSIONS

1. **The designated area** (catchment) of the nursery class is available on Oxfordshire County Council website as the nursery has the same designated area as the rest of the school:
<https://www.oxfordshire.gov.uk/residents/schools/list/2057>
2. The Governing Body agrees a **published admission number** for the nursery before the start of the academic year. One part time equivalent (p.t.e.) place is 15 hours per week, term time only. The PAN for Glory Farm nursery is 26 f.t.e.
3. The school will offer nursery places at least up to the published admission number. A 30 hour place is deemed to represent 2 p.t.e. places.
4. The minimum **universal entitlement** to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday.
5. Where capacity against the published admission number exists, places will always be offered for at least 15 hours a week.
6. Glory Farm nursery places are for either 15 hours, i.e. 5 mornings or 5 afternoons or 30 hours, other patterns of attendance cannot be accommodated, however requests for a child who attends for 15 hours to access extra sessions on a paid basis will be considered if there is capacity. This is a charge of £15.00 for one morning or one afternoon.
7. **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.
8. Parents will be notified that a place is available for their child no later than half a term in advance. The school may set and advertise a termly deadline for considering applications for admission in the following term.
9. The school does not allow parents to split their free universal entitlement with another provider. Children eligible for the extended entitlement may access 15 hours at Glory Farm Nursery and use the remaining 15 elsewhere.
10. When more applications are received than there are places available, the following criteria will be applied. These closely follow our school's admissions policy. The school will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. **Other criteria (such as date of birth) will not be used.**
 - 12.1 Children with an Education, Health and Care Plan naming the school.
 - 12.2 Looked after children, whom the Corporate Parent agrees should attend the school, and 'previously looked after' children.
 - 12.3 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
 - 12.4 Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:
 - Those children who, at the time of entry, have a brother or sister attending a school in the Bernwode Schools Trust (BST).

- Those children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Geographic Information System.

12.5 Children living outside the designated area who have a brother or sister attending either the foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Geographic Information System.

12.6 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Geographic Information System

11. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.
12. Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class until the child becomes eligible for a school reception place.
13. Where a family ceases to be eligible for the extended entitlement, the place should return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. The schools will explain this possibility and confirm in writing when offering an extended entitlement place. Parents/Carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.
14. A universal entitlement nursery place ceases no later than the term after the child's fifth birthday, that is, when they are of statutory school age.
15. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Headteacher of the school in the first instance and then to the School Governors, as they have the ultimate decision regarding governor-run nursery admissions.
16. In the event of a complaint the final responsibility and decision for admissions rests with the Governing Body. There is no statutory right of appeal.

Review:

This policy will be reviewed annually by the Headteacher and the Full Governing Body.

Reviewed: May 2020

Approved by governing body: May 2020

Next annual review: Summer 2021