



# **Britannia Primary School and Nursery**

## **Nursery Admissions Policy**

### **2023-24**

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## **Principles**

This policy sets out how the admissions system works for Britannia Primary School Nursery.

Britannia Primary School Nursery is committed to providing a fair and open admissions system where each applicant is considered fairly and objectively.

We aim to deliver flexible care and education in a way which supports all parents and assists those who work and those seeking to work.

We are committed to all families having equality of opportunity. Please see our Equality Policy which is available from the school office.

If you require any further help or explanation about anything contained here please contact our school office on 01473 728 566

## **Eligibility**

Your child can stay in nursery until the end of the academic year following their 4<sup>th</sup> birthday.

Attendance at Britannia Primary School Nursery does not guarantee a place at Britannia Primary School and parents must apply separately for a place at Britannia or to an alternative school of their choice.

Places are offered on sessional availability.

We are able to offer places to children taking up their entitlement to universal government funded hours of up to 15 hours per week.

In September 2020, we will offer additional sessions up to a maximum of 30 hours per week to working parents of 3 and 4 year olds who meet the eligibility criteria ( please see <https://www.gov.uk/childcare-calculator> or [www.suffolk.gov.uk](http://www.suffolk.gov.uk) for further information) and are approved in accordance with our admissions policy.

It is very important that parents who think they are eligible for the 30 hours extended funding apply using the on-line checker on the Government website, mentioned above, the term before their child is due to start Nursery, e.g. those starting in the Autumn Term must apply during the Summer Term. If successful, they will be given an on-line eligibility code which must be given to the school when completing the school's official "Offer of a Nursery Place" Form.

In addition to this, parents of children who do not qualify for the 30 hour entitlement can apply for fee paying places – see our Charges and Remissions Policy.

## **Allocation of Places**

We have 60 nursery sessions available each day which are taken in 3 hour blocks. Our Nursery is open for 38 weeks of the year.

Parents / carers can apply for a Nursery place at any time. If a child is eligible to start Nursery, i.e. in the autumn term following their 3<sup>rd</sup> birthday, then on receiving an application, the school will send out a letter and an Acceptance Form **offering** them a place – all sessions will be subject to availability.

Places can only be officially **allocated** once the completed Acceptance Form has been returned to the school. Sessions will then be allocated, subject to availability, on a first come first served basis. A letter confirming which sessions are being offered by the school will be sent out to all parents / carers who have been allocated a place. Due to the availability of sessions, the school may not always be able to offer the exact pattern of sessions requested in the first instance; however, the school will do what it can to offer the preferred sessions in subsequent terms. Once a place has been offered and accepted, your child may stay at Britannia Nursery for the year before starting in Reception.

Preference will be granted to a child applying for their five Government funded universal sessions (15 hours per week). Once these have been allocated, places will be granted to those qualifying for the additional 15 hours a week up to 30 hours a week under the eligibility criteria shown above and then to those requiring extra fee paying places.

### **Nursery Sessions**

Our sessions run from 8.45 am - 11.45 am and 12.30 pm - 3.30 pm, Monday to Friday.

Children can access our lunchtime provision on Monday to Friday for an additional daily cost to cover lunchtime supervision. This does not form part of the universal 15 hours' free entitlement or the 30 hours' extended entitlement. Alternatively, children accessing the 30 hours' extended entitlement or attending Nursery for a full day as part of their 15 hours' entitlement, may choose to go home for lunch and return for the afternoon session.

Late collection charges will be applicable to parents who are late collecting their children after both morning and afternoon sessions (please see our Charges and Remissions Policy).

### **Purchased Hours**

Parents who do not qualify for the 30 hour extended entitlement can apply to purchase additional sessions (in 3 hour blocks) subject to availability. Please see our Charges and Remissions Policy for further details and late/non-payment of fees schedule.

Days off for illness or other reasons cannot be refunded, unless exceptional circumstances are agreed with the Principal.

We reserve the Half term's notice is required for any changes to your child's allocated places. The request to right to reallocate a place following a period of 4 weeks non-attendance, unless exceptional circumstances are agreed with the Principal in advance.

Occasional bookings for additional sessions should be applied for in writing and are subject to availability. Payment for these should be made in advance.

### **Oversubscription Criteria**

If there are more applications than places available, the school will then use the following criteria to help decide which children will be allocated places when they become available; not necessarily in this order. It is important to note, that the school may not be able to offer the sessions that were requested on Acceptance Form.

- Children (ages 3 or 4 years old) that have an Education, Health and Care plan which names Heath School Nursery must be offered a place.
- Looked After Children (Children in Care) and previously Looked After Children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked

after).

- Children who are the subject of a recognized Child Protection Plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
- Children wanting to take their full free entitlement with Britannia School Nursery (30 hours)
- Siblings of pupils at Britannia Primary School.
- Date of birth – for example, Britannia Primary School may choose to allocate places in date of birth order (oldest to youngest).
- Children also wanting to purchase hours in addition to their free entitlement.

## **Appendix1: Charging and Remissions for Nursery**

The first five sessions per week (15 hours universal entitlement) or ten sessions for those eligible for the extended entitlement of up to 30 hours per week for working parents of 3 & 4 year olds will be counted as the funded sessions. For those not eligible for the extended entitlement, additional sessions, between 3 and 15 hours per week (1 -5 extra sessions), can be paid for during term time where there is spare capacity within the school after all eligible 3 and 4 year olds for that term have been offered their requested funded sessions.

The charge will be £16.00 per 3 hour session.

Session times will be from 8.45 – 11.45 am and or 12.30 – 3.30 pm.

The charge for lunch time, whether attending all day or adding this onto a morning or afternoon session is:

- £3.50 lunchtime supervision only (child to bring a packed lunch or where he/she qualifies for a Pupil Premium Free School Meal).

**Please Note** that the lunchtime will not be included as part of the 15 hour or 30 hour funded place, as it is considered childcare and not an educational session.

Invoices will be raised half termly in advance – to be paid within 14 days. Payment can be made by card or Paypal. If a parent fails to pay their invoice within 14 days, the school has the right to refuse additional sessions.

If a child is late or does not attend a session, the full fee will be charged for that session. Cancellations or amendments can only be accepted half termly in advance. Refunds will not be payable for the lunchtime supervision charge if a child is off sick.

## **Appendix 2: Admissions Appeal Addendum April 2020**

Our Admissions Policy has been amended to manage appeals during the coronavirus (COVID-19) outbreak. The temporary regulations will commence on the 24<sup>th</sup> April 2020 and will cease to apply in most respects on 31 January 2021 when the requirements relating to appeals will revert to the rules under the Appeals Code and 2012 Regulations (without amendment). To ensure that the expiry of the temporary regulations does not prejudice appeals that are already in progress on 31 January 2021, the temporary regulations will continue to apply to

1. Any appeals lodged between that date and 31 January 2021
2. Appeals that have already been lodged before 24 April but have not yet been decided

The main considerations for appeals during these temporary regulations are

- Any appeal panel that has been constituted as a panel of 2 can conclude the appeal on this basis or where an appeal panel has started to consider an appeal on the basis of the written information only, it may continue to decide the appeal on that basis.
- Face-to-face appeal hearings will not take place until the government guidelines on social distancing indicate it is safe to do so. Hearings will be conducted by telephone or video conference if possible or by written submissions.
- Appeals will be determined as soon as is reasonably practicable and in accordance with the deadlines set by the temporary regulations. Britannia will determine appeals lodged as part of the main admissions round before the start of the September term, wherever possible.
- Where a panel member needs to withdraw part way through the appeals process and it is not reasonably practicable for the panel to be reconstituted in the normal way for a reason related to the incidence or transmission of coronavirus (COVID-19), a panel made up of at least 2 members may continue to consider and determine the appeal.

The Local Authority (LA) remains responsible for making arrangements for appeals against the refusal of a place at Britannia Primary School and Nursery.

Britannia Primary School will work with the LA to clearly set out for all parties to an appeal how the appeals process will be carried out, including how appeals will be conducted and the expected timescales for each part of the process.