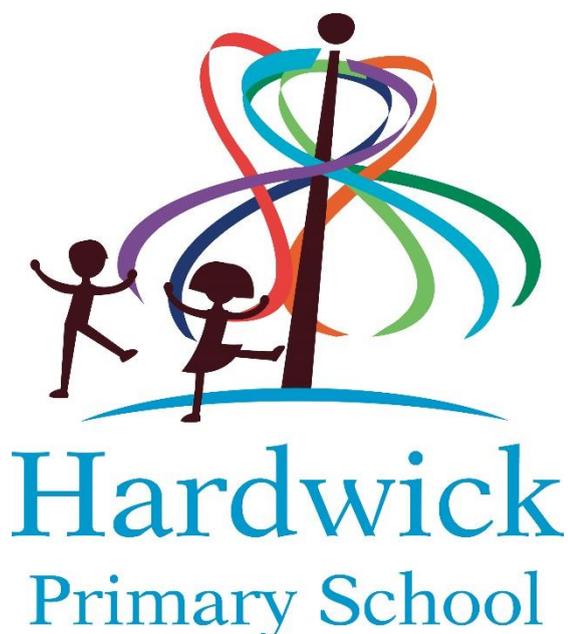


Nursery Admissions Policy

2020/2021



Person responsible:	Sarah Obinna
Date of writing:	September 2020
Approved by SSB:	October 2020
Date of next review:	July 2021

Children who are eligible for 15 hours of funded provision at 2 years will receive the funding if they turn 2 before the following cut-off funding dates of 31st August, 31st December and 31st March. For example, if a child turns 2 on 28th August, the funding would be available for them to start on the first day of term after summer holidays, however, if a child turns 2 on 1st September, the funding would not be available until the following January. Admission will be subject to an application being made and places available.

We propose to operate*:

- 15hrs part time sessions of 2 full days and half day (either beginning or end of week)
- 30hrs full time sessions of 6 hours a day, four days per week and one day of 4 hours 20 minutes
- 2yr old funded (FEET/FEE) are offered their 15hrs as above for 15 hours 3 year olds.

*All subject to change according to Trustees, Government funding and/or School need

	Nursery Sessions	Funding accessible	3 year olds	2 year olds
N/A	Breakfast Club (Reception -Yr6)	not available	not available	not available
15hrs beginning of the week (15 hours 30 mins)	2.5 days - Monday and Tuesday 8:40-3:15pm – 6 hours 35mins (13hrs 10mins) Wednesday morning 8:40am-11am (2hrs 20mins)	FEE, FEET universal 15hrs	£80 top up fee	£95
15hrs end of the week (15 hours 25 mins)	2.5 days – Wednesday afternoon 1.00pm-3:15pm – (2hrs 15mins) Thursday and Friday 8:40- 3.15 6hours 35mins (13 hours, 10 mins)	FEE, FEET universal 15hrs	£80 top up fee	£95

30 hrs over the week (30hr 40mins)	Monday, Tuesday, Thursday, Friday 8:40am-3:15pm (26hrs 20min) Wednesday 8:40am- 1pm (4hr 20mins) home time at 1pm or the option to stay until 3.15pm on Wednesday for extra activities, please see below for costs.	30 hour code	£160.00	not available
Top up session for 30hrs	Wednesday pm 1:00-3.15- for extra activities during a top up session	not available	£13.50 per week (invoiced half-termly)	not available
Top up session for Wednesday afternoon (children attending 15hrs at the beginning of the week)	Wednesday afternoon from 11am-3:15pm (where we can accommodate)	Not available	£26.00 per week (invoiced half-termly)	Not available
Top up session for Wednesday morning (children attending 15hrs at the end of the week)	Wednesday morning from 8:40am-1pm (where we can accommodate)	Not available	£26.00 per week (invoiced half-termly)	Not available
School hot lunch	School lunch not included- please choose to bring a healthy packed lunch or pay for a school hot lunch at £2.35 daily	not available	£2.35	£2.35
N/A	Afterschool Club (Reception -Yr 6)	not available	not available	not available

(Funding entitlement of 15/30 hours per week is even greater than needed to allow for INSET and early half-day closures)

The admission of Nursery children is delegated to the School Strategy Board (SSB) of Hardwick Primary School by the Board of Trustees of GLF Schools. Parents wishing to apply for a place for initial entry in September 2020 must fully complete the online application form below and submit by February 2020.

When the Nursery is over-subscribed, the SSB will consider applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

Places for 3 and 4 year olds

- Looked after and previously looked after children

Looked after and previously looked after children will receive top priority. Looked after children and previously looked after children will be considered to be:

- Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) eg. fostered or living in a children's home, at the time an application for Hardwick Primary is made; and
 - Children who have previously been in the care of a local authority, in accordance with section 22 of the Children Act 1989(a), and who have left care through adoption, a child arrangements order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and families Act of 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Where there is a social or medical need for a place at that school

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent or carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend Hardwick Primary School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a place should be made at Hardwick Primary School above any other.

- Children who will have a sibling at the school at the time of the child's admission

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a stepbrother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

- Children who will turn 4 years old between 1 September 2017 to 31 August 2018 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery).
- Children who will be 3 years old between 1 September 2017 and 31 August 2018 (these children will be able to stay on in nursery for another year in 2018/19 and will be due to start Reception in September 2019).

Information about Free Early Education and childcare for 3-4 year olds can be obtained from <https://www.oxfordshire.gov.uk/cms/content/free-early-education-3-4-year-olds-0>

Places for 2 year olds

- Children who are eligible for FEET, with oldest by term having priority
- Children who are 2 years old ,with oldest by term having priority and subject to availability

Information about Free Early Education and childcare for two year olds can be obtained from <https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0> Once children with FEET funding are placed on roll at nursery, they will be automatically entitled to take up a three year old place in our nursery and the number of places available for three year olds will reduce.

Where any category for either age group is oversubscribed applicants will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

The school will endeavour to inform parents of the outcome of their application by letter, at least one term before admission. If a parent is offered place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of sessions will rest with the Governing Body of the school.

Where the nursery is oversubscribed it will operate a waiting list based on the oversubscription criteria without regard to the date of application was received or when a child's name was added to the waiting list.

Admission to the school's nursery does not guarantee admission to the Reception class. Application for Reception must be made on a separate application the local the local authority and be submitted by the statutory deadline in order to be considered.