

Orleans Primary School



Nursery Admissions Policy 2023 – 2024

Governor's Committee Responsible	Full Governing Body
Status	Statutory
Review Cycle	Annually
Date written/last review	January 2023
Date of next review	January 2024

Signature Head teacher:

Date:

Signature Chair of PC&C Committee:

Date:

The responsibility for the admission of children to the nursery class at Orleans Primary school rests with the school. Where relevant, the school uses the oversubscription criteria which applies to all school admissions.

Orleans Primary nursery has a single point of admission for pupils: September. Children are usually admitted to nursery in the academic year in which they turn 4 years old.

The decision on all applications is made by the Headteacher, who implements the Admissions Policy, including applying the oversubscription criteria. The reason for all decisions will remain confidential and applicants for nursery places have no right of appeal if they are not allocated a place.

Applications for admissions will be accepted between 1st September and the beginning of March in the academic year before the child is due to start. **Children starting nursery in September 2023 will have been born between 1st September 2019 and 31st August 2020. Applications close on 3rd March 2023.** Due to limited availability of spaces, an application for a nursery place does not guarantee admission. Applications will be considered after the application deadline according to the oversubscription criteria and not the length of time the child has been on the waiting list.

Any unsuccessful applicants will be invited to join a waiting list. The waiting list will be maintained in the order of the oversubscription criteria and not in the order in which the applications are received. If nursery places become vacant during the year they are allocated according to the waiting list at the point when they become vacant. If an application is made after the deadline, a place will be offered if there is a vacancy. If there is no vacancy then the applicant will be added to the waiting list according to the oversubscription criteria.

All nursery places are offered subject to acceptance of the school's nursery terms and conditions and subject to proof of current address and the child's birth certificate.

We are delighted that many of our nursery families go on to apply for a place in Reception, but it is important to note that attendance at the nursery is not a criterion for admission to Reception and does not guarantee a place. To apply for a place in Reception a separate application is needed in accordance with the Local Authority's Coordinated Admissions Arrangements.

Oversubscription Criteria for Orleans Primary Nursery Provision

Applicants with an EHCP that names the school will be admitted in accordance with Section 43 of the Children and Families Act 2014. Following the admission of applicants with an ECHP, if there are more applications to the nursery than there are places available, places will be allocated in the following order of priority:

1. Children in Public Care (also known as Looked After Children) in the care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after.
2. Children for whom there is an exceptional educational, social or medical need for admission to a particular school.¹

¹ The Head teacher may, on an individual basis, give priority to applicants who can demonstrate admission to the school is necessary on the grounds of professionally supported educational, medical and/ or social need, and only this school can meet this need. Parents/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker, which must be no more than six months old. All information submitted will be regarded as confidential.

3. Siblings of children currently on the nursery or school roll.²
4. Children with a parent who works at the school.³
5. All other children.

If there are more applications than places available, the tie-breaker within each category is distance to the school, measured on <http://www.freemaptools.com/distance-between-uk-postcodes.htm> according to the home postcode and the school postcode. Priority is given to children who live closest. Where only one place is available but two children within the same category live exactly the same distance away, a decision will be made through drawing lots.

Applications from twins, triplets or other children from multiple births will be treated with equal priority. Where the final place is offered to a child from a multiple birth applying for a place in the same school year, these siblings will also be admitted.

About our nursery

The nursery at Orleans Primary School offers both part-time and full-time places. The session times are as follows:

	Number of places available for each session	Morning session times	Afternoon session times	Full-time session times
Orleans Primary School Nursery	26	09.00 - 12.00	12.30 - 15.30	09.00 – 15.30

All part-time places are paid for by the government. This is because all 3 and 4-year-old children in England are entitled to 15 hours free child care or nursery education over a period of 38 weeks (term time only). Children attending the nursery at Orleans Primary on a part-time basis will either attend five morning sessions each week or five afternoon sessions.

Some full-time places are paid for by the government. Working parents who meet certain criteria are entitled to an additional 15 hours free child care or Nursery education over a period of 38 weeks (term time only). This is added to the 15 hours of universal provision to give a total of 30 hours free provision each week. You may be eligible if you work and you are receiving the equivalent of the national minimum wage but no more than £100,000 per year. If you are eligible you will receive a code and this must be given to the school before your child can stay full time. The code must be renewed every three months. You can find out if you are eligible at:

<https://www.childcarechoices.gov.uk/>

Some full-time places are paid for by parents or carers. This is because some parents would like their child to attend Nursery on a full-time basis but are only entitled to 15 hours of free provision. These parents need to pay top-up fees.

How do I apply?

We are proud of the quality of education that children get in our nursery and we strongly encourage prospective parents to visit before applying. Please contact the school to arrange a visit.

To apply for a nursery place, please fill in the Nursery Application Form. Paper copies are available from the school office or there is a link to the forms on the School website. You can apply from 1st September in the year before your child is due to start, but please ensure you check the closing date

² Brothers and sisters (siblings) of children currently on the school roll. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant.

³ The parent must have been an employee of the school for two or more years at the time of application and/or recruited to fill a vacancy for which there is a demonstrable skill shortage.

for admissions. Applications received after the closing date will be considered late admissions, and first-round places will have already been assigned.

If you are applying for a part-time place we will ask you whether you would prefer your child to attend in the morning or in the afternoon.

If you are applying for a full-time place we will ask whether you have an eligibility code or if you will be paying the top-up fees. If you are entitled to additional provision you will need to provide your code before your child can stay for full-time provision. If you are paying top-up fees you will need to make the appropriate payment before your child can stay for full-time provision.

Completed forms should be emailed or posted to the school office or you can bring the form back in person.

What are the deadlines for applying for a place?

To start in September 2023 the application deadline is 3rd March 2023 (you can still apply after this date and we may have places available).

If you apply after the deadline we may still be able to offer a place, if the school has a vacancy. If there are no vacancies, late applications will be added to the waiting list according to the oversubscription criteria.

What happens next?

The school will send out written offers for applicants starting in September 2023 by 1st June 2023.

You will have two weeks to confirm whether you want to accept the place and to provide proof of child's age and home address.

If you do not accept the place within two weeks, or if you do not provide evidence of child's age and home address, the place may be withdrawn and offered to someone on the waiting list.

What are the payment terms if I am paying top-up fees?

All fees are calculated on the basis of the number of school days in the term and must be paid half-termly in advance.

You can pay directly into the school bank account, or, where available, using the school's online payment system.

We accept childcare vouchers and tax free childcare payments. We do not accept reductions in payments in lieu of third party payments. Any payments received from a third party in lieu of fees will be reimbursed to you when received by the school.

Top-up fees for the 2023 - 2024 academic year are set at £100.00 per week (£20 per day).

Any returned bank payments will incur an administration charge equal to any bank charges.

If an invoice isn't paid by the due date we will add a £2 per day surcharge to cover the extra administration costs.

If you become concerned that you may not be able to make a payment you should make an appointment to see the Headteacher at the earliest opportunity. The school takes a sensitive approach to debt recovery especially where it may cause hardship, and in exceptional circumstances may agree a repayment plan.

To avoid large debts from building up, if the invoice hasn't been paid five school days after the due date, your child will still be entitled to 15 hours of nursery but they won't be admitted to the nursery for the additional 15 hours until the outstanding fees have been paid.

What if my child is ill?

In line with school policies, children must not attend when they are unwell or suffering from a contagious illness or infection. Please telephone the school office to let us know if your child will be unable to attend Nursery.

In the event of a child becoming unwell whilst at nursery, the parent or carer will be contacted to arrange to take their child home. In the case of an infectious condition, 48 hours must elapse before the child can be re-admitted (or longer for certain infectious diseases). In an emergency the nursery staff will call health professionals. A member of staff will accompany the child to hospital until the parent or carer arrives.

Fees will still be charged and no refund will be given if a child is absent from nursery for any reason including illness because the school continues to incur operational costs.

What if there is an unforeseen closure?

In the unlikely event of a closure of the nursery due to extreme weather conditions, flooding, heating failure, or other causes beyond the reasonable control of the nursery, the setting will close. No refund of fees will be made due to continued operational costs for the first five school days because the school continues to incur operational costs. If the closure extends beyond five school days then any additional days of closure will be refunded.

What are the term dates and payment dates for 2023 – 2024?

For the 2023 - 2024 academic year, the following payments will apply:

	First day of half-term	Last day of half-term	Number of days in term	Fees for the term	Payment due date
Autumn 1	05.09.2023 (two transition days this week)	20.10.2023	32 – 6 weeks / 2 days	£ 640	05.09.2023
Autumn 2	30.10.2023	21.12.2023	39 – 7 weeks / 4 days	£ 780	19.10.2023
Spring 1	09.01.2024	09.02.2024	24 – 4 weeks / 4 days	£ 480	20.12.2023
Spring 2	19.02.2024	28.03.2024	29 – 5 weeks / 4 days	£ 580	08.02.2024
Summer 1	15.04.2024	24.05.2024	30 – 6 weeks	£ 560	27.03.2024
Summer 2	04.06.2024	23.07.2024	36 – 7 weeks / 1 day	£ 720	23.05.2024

Fees will be reviewed each Summer Term with the new fees being applied from the following September. Parents will not pay for a public Bank Holiday (BH) that falls during school term time or any other day that there is a planned school closure.

After the child's initial admission to nursery, either party may terminate this agreement by giving half a term's notice in writing. In the event of a parent or carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one half-term's fees in lieu of notice.

We will provide you with details of your child's transition days, as well as information regarding the home visits in the autumn term, when we confirm your child's place in the nursery.

When do I need to provide my code for 30-hours eligibility?

To ensure that your child can receive the additional 15 hours entitlement, you must apply and have their codes validated by the following deadlines:

- 31 August to receive funding in the Autumn Term
- 31 December to receive funding in the Spring Term
- 31 March to receive funding in the Summer Term

If you do qualify, you will need to provide us with your eligibility/funding code and National Insurance Number before these deadlines.

Parents are required to review their eligibility every 3 months. If eligibility ceases, you can choose whether you want your child to attend part-time (either mornings-only or afternoons-only) or if you want to pay top-up fees to keep the full-time place.

What if I am running late?

If you are going to be late collecting a child please contact the school immediately. You will be charged £6 if you are more than 15 minutes late. If the lateness goes beyond an hour you will be charged £6 for each additional 15 minutes.

What about snacks and food?

Morning and afternoon snacks and a drink are provided free of charge to all children. For children staying all day, hot lunches are provided at a charge of £2.75 a day (£13.75 per week) in addition to the daily rate.

The price of school lunches is reviewed each year in September.