

# Beddington Infants' School

## Nursery Admission Arrangements & Free Entitlement Funding Policy 2020 - 2021



### 1 Entry to Nursery

Beddington Infants' School has nursery provision on the same site. However, attendance in the nursery does not give priority for a place in the Reception class of that school, and a separate application must be made.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

### 2 Number of places and hours offered

There are 26 full time equivalent places in the nursery (see note 4.4.5), with each lasting 3 hours. These will be allocated according to the Admissions Criteria and not whether the applicant requires a 15 or 30 hour place. We offer three different models for the allocation of these places subject to availability. The models offered are:

- **Full Day Place, AM and PM Session** subject to eligibility of the Government funded 30 hour provision, 8.45am-11.45am and 12.15pm-3.15pm.

Parents/carers can opt to pay for their child to have lunch at school, at a cost of £2.50 per day payable half-termly in advance. A healthy packed lunch must be provided (see note 4.4.6)

- **AM Session 5 mornings a week (15 hours)**, 8.45am-11.45am

Parents/carers can opt to pay for their child to stay at school for lunch at a cost of £2.50 per day payable half-termly in advance. A healthy packed lunch must be provided and children must be collected at 12.15pm

- **PM Session 5 afternoons a week (15 hours)**, 12.15pm-3.15pm.

Parents/carers can opt to pay for their child to come to school for lunch at 11.45 at a cost of £2.50 per day payable half-termly in advance. A healthy packed lunch must be provided

All children are expected to attend for a minimum of 3 hours every day. The needs of the individual child are our priority. The final decision on the number of hours a child is able to attend and his or her pattern of attendance rests with the Headteacher.

### 3 Admissions and Oversubscription Criteria

The Local Authority has delegated the admissions procedure for Nursery children to the school. Parents wishing to apply for a place must complete the application form and submit it to the school in the school year before they are due to start in Nursery.

Applications for starting Nursery in September 2020 are open from 1<sup>st</sup> October 2019 to 15th January 2020.

Any application received after this date will be considered as a late application. Parents will be advised of a place for September 2020 in March 2020. Mid-term applications will be accepted throughout the year and places allocated if available.

For entry into the Nursery in January 2021, should places be available, parents will be notified by the preceding December.

As per Government policy, admission to the school's Nursery does not guarantee admission to the Reception class at Beddington Infants' School. The school participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary School. Applications should be made through the child's home Local Authority.

### **3.1 Over subscription**

When the school nursery is over-subscribed, applications for admission in 2020/2021 will be ranked against the following factors:

- i) Children who have reached the age of 3 years before 1 September 2020
- ii) Children who have reached the age of 3 years before 1 January 2021
- iii) Children who have reached the age of 3 years before 1 April 2021

Please note only category (i) places will be filled at the initial allocation stage. The school will fill any vacancies for category (ii) or (iii) applicants at a later date.

Within each of these bands, applications will be prioritised as below:

- a) Looked after children or previously looked after children (see notes at 4.4.1)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see notes at 4.4.2).
- c) Where a sibling is already in the main school at the time of admission (see notes at 4.4.3)
- d) Straight line distance between the child's home address and the main school (see notes at 4.4.4)

Where oversubscription occurs in categories (a)-(c) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (d), and home to school distance is equal, rank order will be drawn by lots.

## **4.4 Notes**

### **4.4.1 Looked After Children or Previously Looked After Children**

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 definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, a child

arrangements order, or special guardianship order, immediately following having been looked after.

#### **4.4.2 Professionally Supported Medical Reasons or Exceptional Social Reasons**

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the Admissions Committee will consider if the evidence provided demonstrates that the child must attend this school and cannot reasonably attend an alternative school.

Applicants will not be individually advised if their application has been prioritised under this criterion.

#### **4.4.3 Siblings**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

#### **4.4.4 Straight Line Distance**

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team.

The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and Local Authority of any change of address.

Please note: Address verification and checks are conducted by the Home Local Authority according to their address policy. We reserve the right to conduct additional checks.

#### **4.4.5 Full Time Equivalent Places**

The 26 full time equivalent places in the Nursery can be either 30 hours (if eligible) full time or all morning or all afternoon sessions of 3 hours each, Monday to Friday, 38 weeks of the year, with the option to stay for lunch at a cost of £2.50 per day payable half-termly in advance. The school will make every effort to accommodate parent preferences but this cannot be guaranteed.

#### **4.4.6 30 Hour Places and Parental Declaration**

In order to access the funding, parents/carers must complete a declaration. Declaration forms will be provided by the School Office. Funding is dependent on the form being completed and parents should note they may be liable for the cost of childcare if a form is not completed within the stipulated timeframe. Parents are responsible for applying for 30 hour provision and checking their eligibility every 3 months as and when reminded by the Government. If a parent loses eligibility there is a grace period so the full time nursery place can be retained for a short period. Once the grace period ends the nursery place will revert to either an AM or PM place.

#### **4.4.7 Funding**

Parents must be aware that if their child attends for fewer than 5 days, even for a longer session, they will not receive their maximum funding.

### **5. Waiting lists**

Where there are more applicants than places available, waiting lists will operate according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

Children applying for nursery who are not offered a place will be automatically added to that school's waiting list. Nursery waiting lists will be reviewed before being carried forward to the 2019/20 academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.

### **6 Appeals**

There is no right of appeal against a decision not to offer a nursery place.