



Hart Hill Nursery School

Admissions Policy

Updated Summer Term 2024

Ratified by Governors on 4/6/24

Signed 

To be updated Summer Term 2025



Hart Hill Nursery School Admissions Policy

Rationale

We strive to provide a nursery experience for children, which is affordable to families. We work hard to ensure that all children receive a high-quality education that is age and stage appropriate. We support children and families to promote a smooth transition into the next phase of their education at a local primary school chosen by the parents or carers. The governing body is the admission authority for children and is therefore responsible for setting the school's Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

The Local Authority is required to secure 'free' educational entitlement, offering 570 hours a year, over no fewer than 38 weeks of the year, for every eligible three year old child, who lives in the Local Authority. This entitlement commences the term after they turn three and runs until the term after they turn five years old. In addition to the universal entitlement named above, in 2017 the Government introduced additional funding, offering a further 570 hours a year, over no fewer than 38 weeks of the year, for children who are three years old and entitled to 'extended education entitlement', due to meeting a number of criteria (outline below). The Local Authority is also required to secure 'free' educational entitlement, offering 570 hours a year, over no fewer than 38 weeks of the year, for children who are two years old and entitled to 'two year funding', due to meeting a number of criteria (outlined below). To support the Local Authority to meet its requirement related to the different entitlements of funding Hart Hill Nursery School offers educational places for 15 hours, 30 hours for 2-5 year olds as required.

Aims

Hart Hill Nursery School aims to ensure fairness and equality for all families that apply for their child to attend the school by:

- Having a clear procedure for admissions to the school, at set times of the year and for in-year admissions
- Ensuring that key dates regarding to funding and closing date are communicated to parents, as early as possible
- Providing support for families with regards to forms, questions, visits and decisions
- Having a fair and transparent reserve list
- Providing families with clear guidelines, so that they can apply for the funding entitlement that matches their needs
- Making additional costs/activities clear to parents from the outset, through our Charging and Remission Policy
- Reviewing and updating this policy, in line with statutory requirements, at least annually

Universal Educational Entitlement or working '15 hours' Entitlement

Hart Hill Nursery School offers the government's Universal educational Entitlement of 570 hours a year through a 15 hour a week, 38 weeks a year, policy. All children who are 3/4 years old, were born in the UK and live in Luton are entitled to attend Hart Hill Nursery School under this entitlement.

Children are allocated a morning (9:00am – 12:00noon) or afternoon (12:45pm – 3:45pm) place, which parents must take up 5 days a week (Monday – Friday). Parents who would like their child to attend the school will be required to fill in an application form at the school before the closing date each term. In-year applications will be considered, however this will depend on pupil numbers and level of need of the current children accessing the entitlement.

Extended offer of Educational Entitlement '30 hours'

Hart Hill Nursery School offers the government's extended educational Entitlement of 1140 hours a year through a 30 hour a week, 38 weeks a year, policy. To be entitled to the additional hours, parents need to apply via the government portal the term before requesting the additional hours and be able to provide the school with a valid 30 hour code prior to admission. The criteria for this entitlement are as follows:

- Both parents are employed but one (or both parents) is temporarily away from the workplace on parental, maternity or paternity leave
- Both parents are employed but one (or both parents) is temporarily away from the workplace on adoption leave
- Both parents are employed but one (or both parents) is temporarily away from the workplace on stator sick pay
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring
- One parent is employed and one parent is disabled and incapacitated based on receipt of specific benefits
- Both parents are working (or sole parent in a lone parent family) & each parent/carer earns on average:
 - o a weekly minimum equivalent to 16 hours at national minimum wage (for under 25 yr olds) or national living wage (if over 25 yrs old), and less than £100,000 per year

Upon receipt of the 30 hour eligible code, children are allocated a full time place, which parents must take up 5 days a week (Monday – Friday, 9:00am – 3:00pm). Parents who would like their child to attend the school will be required to fill in an application form at the school before the closing date each term. Parents must be aware that the 30 place will only be offered from the term after their application for the code, through the digital portal (www.gov.uk).

Funded Two's Entitlement (disadvantaged funding)

Hart Hill Nursery School offers the government's Funded two's entitlement of up to 570 hours a year through a 15 hour a week, 38 weeks a year, policy. To be entitled to this funding, parents need to apply via the Local authority website the term before requesting the hours and be able to provide the school with evidence of entitlement prior to admission. The criteria for this entitlement parents need to be in receipt of any of the following:

- Universal Credit
- Income support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance (if you are unable to work due to illness or disability)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit and earn £16,190 or less per year
- Working Tax Credit and earn £16,190 or less per year
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Or the child, which the parents are requesting the place for needs to:

- Had a current statement of special educational need (SEN) or an Education, Health and Care plan
- Be in receipt of Disability Living Allowance
- Have left care through special guardianship, adoption or residence order
- Be looked after by the local authority

Upon receipt of the funding eligibility, children are allocated a morning (9:00am – 12:00noon) or afternoon (12:45pm – 3:45pm) place, which parents must take up 5 days a week (Monday – Friday). Parents who would like their child to attend the school will be required to fill in an application form at the school before the closing date each term. In-year applications will be considered, however this will depend on pupil numbers and level of need of the current children accessing the entitlement.

Allocation of Places and Reserve List

To ensure that the school is fair and transparent with admission procedures we offer all places according to the following criteria:

1. Children who have an Educational Health and Care Plan and the Local authority have named the school
2. Children who are or were previously looked after by the Local authority but have subsequently been adopted or become subject to a residence or special guardianship order
2. Children with a social or medical need who have been referred by a social worker, health professional, special educational needs worker
3. Children who have siblings at the school currently and will therefore require the same times
4. Children who are currently attending the school in a different phase and are moving up to the next phase

5. Children of staff who have been employed for two or more years at the time of application or have been recruited to fill a vacant post for which there is a skill shortage (deemed by the governing body)
6. Children who are new to the setting, in the order of the receipt of the application form being handed in

Where there is a tie break in applications, the decision will be made on the date of birth of the children and priority given to the older child. In circumstances where more applications are received than places are available, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.

If a place becomes available, the nursery will contact the parents of the child at the top of the list. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list. Placing a child's name on the reserve list does not guarantee that a place will become available.

Roles and responsibilities

The Clerical Assistants will receive admissions, via the front office and will be responsible for completing the date it was received and filing it in the correct folder, ready for submission. The admin team will advise parents with regards to dates of meetings, home visits and start dates as requested. If the application is some time prior to the deadline the admin team will advise the month that applications will be reviewed and accepted.

It is the Business Manager's responsibility to admit children into the school, using the criteria stated above. They will complete all correspondence, with support of the senior leadership team, within deadlines, including arranging new parents meetings, initial and acceptance letters, class lists etc

Monitoring and implementation

The senior leadership team will oversee the admission process on a day to day basis to ensure that it is running smoothly and that sufficient time is given at each stage for staff and parents to prepare for events.

The Governing Body will monitor the effectiveness of this policy, ensuring that it is reviewed at least annually. They may be asked to support and challenge the school should any issues come to light, to ensure that the policy was followed to the best of the school's ability.