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 Co- Headteachers: Catherine King & Sarah Weaver



# Nursery Admissions Policy

## 2023 – 2024

<b>Updated</b>	November 2023	
<b>Review</b>	November 2024	
		<b>Date</b>
<b>CoG signature</b>		
<b>CoG print</b>		
<b>HT signature</b>	<i>Catherine King</i>	02.11.2023



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HT print	Catherine King	02.11.2023
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## Introduction

Comper Foundation Stage School is a County Council Maintained Nursery School. We are a term time only provision. Our Pupil Admissions Number (PAN) is currently 78 part time equivalent places (15-hour places).

The Nursery School takes children from the term after they are 3 years old until they start primary school the term after they are 4 years old. We offer both government funded universal entitlement, 15 hour and extended entitlement, 30-hour places.

Comper Nursery School also admit 2-year-olds onto the nursery school roll. We have space for up to twenty-six 2-year-olds on any given day. We offer both government two-year-old funded 15, hour places and fee-paying places.

If there is a waiting list for our two-year-old provision, priority will be given to a minimum of up to ten 2-year-olds who are eligible for funded places.

The County Council has devolved rather than delegated the administration of admissions to Nursery Schools. Therefore, in the event of a complaint the final responsibility and decision for admissions to Nursery Schools rests with the County Council.

We will ensure that parents whose children attend Comper Nursery, particularly from outside the designated area of the local primary schools, are reminded that their child is not guaranteed a place at any of the local schools and that when they reach the normal school starting age (i.e., the September of the academic year in which the child will be five). They must apply through the normal County Council school admissions procedures. To apply for a primary school place for your child, please click on the link: [Primary School Application Form](#).



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Parents/carers are entitled to a full-time reception place for the whole of the academic year in which their child becomes 5.

Children should not remain on a Nursery School roll when they are statutory school age.

## **Terminology**

### **Important Terminology**

**Butterflies** – The name of the classroom that children attend the term after their 3<sup>rd</sup> birthday until they start at their chosen primary school, the term after they are 4 years old.

**Caterpillars** -The name of the classroom that children attend who are 2 years old and some 3-year-olds for the term before their universal entitlement 15-hour funding begins the term after they are 3.

**Reception** - the year children become 5 Year – refers to the academic year (September to August)

**Year** – Refers to the academic year (September – August)

**Pte** – Part -time equivalent

**A Session** – either a morning (8.45am – 11.45am) or afternoon (12.00pm – 3.00pm)

**Own Admission Authority** – e.g., Voluntary Aided, Academy, Studio, Free and Foundation Trust Schools

**Looked After Child (LAC)**- Children who are looked after by a local authority within the meaning of section 22(1) of the Children Act 1989 at the time of their application.

**Previously Looked After Child (PLAC)** – are children who are no longer “looked after” by a LA in England because they are subject to an adoption, special guardianship or child arrangements order. Evidence of previously looked after status and/or the adoption will be requested. Where such evidence is not



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available, Oxfordshire County Council will make a pragmatic decision based on the information available so that there is a local consistent approach.

**Internationally Adopted Previously Looked After Child (IAPLAC)** - children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care having been adopted. The 2021 School Admissions Code regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Education and Health Care Plan** – a plan made by the LA under Section 37 of the Children and Families Act 2014, specifying the special education provision, health and social care required for that child. Therefore, this is not an oversubscription criterion.

**Siblings/Brother or Sister** - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, stepbrother or stepsister who will be resident at the same address at the time of entry.

**Published Admission Number (PAN)** - The number of places, in part time equivalents (15hrs) agreed each year with the County Council and published in the Council's Pupil Place Plan.

**Universal Entitlement** – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday.

**Extended Entitlement** – 30 hours per week, term time only or 1,140 hours a year, for 3- and 4-year-olds from working families, according to specific eligibility criteria.

**Grace period** – when a child's eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time.

**Early Education for eligible children aged 2** - A targeted offer of 570 hours per year for the most vulnerable 2-year-old children, from the term after their 2<sup>nd</sup> birthday, with the aim of reducing the pre-school educational gap that can start



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to occur from this age. For further information please see:

<https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0>

### **Nursery School Aged children - 3-year-old Eligibility and Admissions Terms**

- At Comper Nursery, we offer both Universal Entitlement (15-hour places) and Extended Entitlement (30-hour places). **Admissions are three times a year**, for as long as places are available.
- Children must start in the Butterfly room the term after their third birthday.
- If oversubscribed, places will be allocated strictly in line with the admissions criteria in this policy.
- Funding and entitlement are based on a three-term year, with children starting in September, January, and April
- We will offer places until we are at our full capacity.
- We will not operate the Nursery School with any empty places in any term if we have eligible children on the continued interest list.
- Comper will offer places at least up to the published admission number. Our extended entitlement (30-hour places) is deemed to represent 2 pte places.
- Where capacity against the published admission number exists, places will always be offered for at least 15 hours a week.

### **Universal Early Education Funding entitlement (15 hours, equivalent to one part time place) starts from the term after the child's 3rd birthday:**

Autumn Term: September 1st -December 31st

Spring Term: January 1st -March 31st

Summer Term: April 1st -August 31st



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- At Comper Nursery we require that your child attends their full 15 hours each week. They can do this by either attending five morning sessions (8.45am – 11.45am) or five afternoon sessions (12.00pm – 3.00pm).
- If you would like them to attend longer days, but do not qualify for 30-hour provision, you can purchase additional sessions on a regular basis. Please discuss this with the office staff.

### **Extended Childcare Entitlement (30 hours, equivalent to two part time places)**

Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. [Am I eligible for 30 hours free childcare? Apply here.](#) Extended Childcare Entitlement (30 hours) starts from the term after the child's 3<sup>rd</sup> birthday and when parents/carers have secured a 30 hour code (click on the apply here link):

Autumn Term: September 1st -December 31st

Spring Term: January 1st -March 31st

Summer Term: April 1st -August 31st

- Parents cannot insist on accessing their child's extended entitlement at any particular provision.
- We offer 30 hour funded places term time only.
- At Comper you will not be allowed to split your 30-hour funding across other providers.
- We encourage you to take up the five full days (9am – 3pm) at Nursery if you are claiming the 30-hour free childcare. The school will collect the full 5 days government funding for your child.



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- However, we require that your child attends a minimum of 4 full days with us if they are 30 hour funded child. If you are taking up the four days offer the school will claim funding based on the actual uptake of hours.
- If you choose for your child to attend for 4 days only, you will have to choose 4 set days that remain the same throughout the academic year.
- If you decide that you want to increase from 4 days to your child's full 5 day (30-hour entitlement) you will need to give the school half a term's notice.
- We understand that some children and families may have circumstances or factors that make it difficult to take up their full 5 days a week immediately. We will support children and their families to build up to their full extended entitlement should they need extra support with settling. If you think your child might need to gradually build up to their full 30-hour entitlement, please speak to one of the headteachers. We understand that all children are unique and that every family's circumstances are different.
- Children may become ineligible for the extended entitlement. Where this happens, there is a 'grace period' during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15-hour place unless the parent/carer is prepared and able to pay for the extended hours.

### **2-Year-Old Eligibility and Admissions Terms**

At Comper we offer both non- funded, fee-paying places and 15- hour funded two-year-old places. We offer places on a term time only basis. Our hours are 8.40am – 3.00pm.

- We have the capacity to take a maximum of 25 two-year-olds on any one day.





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- We have a flexible approach to the number of sessions that a child does in each week, however the **minimum number of sessions a child can do in a week is two**. A session is either one full morning or afternoon. A morning session is from 8.45am – 11.45am and an afternoon session is 12.00pm – 3.00pm.
- We offer full day places and half day places.
- Allocation of places is on a first come first served basis and availability of sessions. We hold a waiting list should we be oversubscribed.
- Should we be oversubscribed, we will allocate places based on the admissions criteria in this policy.
- Children that qualify for two-year-old funded places (15 hours) will be entitled to start the term after they turn two when their funding begins.
- Fee paying children can start as soon as they turn two. We settle children all through the academic year.
- Our fee-paying children will not be placed on the school roll or included on the schools' census.
- Parents paying for a 2-year-old place should therefore be advised that they will need to apply formally for a nursery place for the term after their 3rd birthday. Please see one of our office staff for an application form for Nursery (Butterflies).
- Children must transition to the Butterfly room the term after their third birthday.
- Purchase of a childcare place does not give any certainty of, or priority for, a school nursery place. You must complete a Nursery application form in good time to be guaranteed a place. Please speak to our office staff about this.





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- For information on whether you are eligible for a 15-hour funded 2-year-old place, click the link. [Funded 2-year-olds](#)

### Being offered a place and settling at Comper

- We will notify you that a place is available for your child no later than half a term in advance.
- Once you have accepted a place for your child, a member of staff will be in touch to arrange a home visit prior to your child's starting date/settling sessions.
- Children are entitled to a place from the first day of term after their 3<sup>rd</sup> birthday or the first day of term after their 2<sup>nd</sup> birthday if they are a funded 2-year-old.
- Whether your child is 2 years old or 3 years old, at Comper we offer a staggered start where your child will be offered settling session and a home visit before they begin their full entitlement.
- If you wish that your child takes up their full entitlement from their first day, without any settling sessions, we will accommodate this approach.

### When more applications are received than there are places available

When more applications are received than there are places available, the following County Council criteria must be applied. These closely follow the admissions criteria for entry to County primary schools. **Children with an Education Health and Care Plan naming the school will always be admitted.** Headteachers should apply the criteria by considering all eligible children from



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each priority category in turn until all the available places have been allocated.  
**Other criteria (such as date of birth) cannot be used.**

### **Nursery School Admissions Criteria**

- ✓ Children with an Education, Health, and Care Plan in which the school is named in Section 1 must always be admitted.
- ✓ Children who are “Looked After” (LAC) by a Local Authority; “Previously Looked After” (PLAC), or “Internationally Adopted Previously Looked After Children” (IAPLAC).
- ✓ Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
- ✓ Children who have taken up, or are eligible for, a funded 2-year-old place at the time of application.
- ✓ Those children who, at the time of entry, have a sibling attending the school.
- ✓ Children who attend Caterpillar’s already.
- ✓ Multiple birth siblings (e.g twins or triplets)
- ✓ If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council. Detail on how to request measuring from County Hall staff is on the Intranet at [Nursery to Home Distance Measuring](#)

**Headteachers can seek advice and assistance from the Admissions & Transport Services Manager in applying these criteria.**



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- ✓ If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.
- ✓ Once a child is admitted to the nursery, the child is entitled to remain in a **universal part time place** in the nursery class until the term after they become five, which is when they are statutory school age.

N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the Primary School admissions policy for more detail on deferring entry.

- ✓ Where a family ceases to be eligible for the extended entitlement because they have requested deferred entry to primary school, the place should return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours.
- ✓ Parents/Carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.
- ✓ A universal entitlement nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

### Complaints

Any complaint about the operation of this admissions policy, for example in the case of a child who has been refused admission, should be directed to the Head of the Nursery School in the first instance, and then to the Admissions and Transport Services Manager

There is no statutory right of appeal.



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### **Contact details**

**Admissions & Transport Services Manager Tel: 07393 001242**  
[admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)

**Principal Officer (Early Years Organisation) Tel 07733 001503**

**e-mail: [earlyeducation@oxfordshire.gov.uk](mailto:earlyeducation@oxfordshire.gov.uk)** (for initial advice regarding the application of this policy, and for requests for home to nursery distance measuring).