



Denbigh Community Primary School
Nursery Admissions Policy
September 2023

General Information

15 hour provision

Denbigh Community Primary School has one Nursery class that can admit up to 26 children in each of two Nursery sessions. Therefore 52 places are available, equally divided between the morning and afternoon sessions. Each session is 3 hours in length.

Nursery places are offered on a part time basis, children are given a place for either five mornings or five afternoons.

Parents/carers may request a preferred session; however this will be dependent on availability and professional decisions regarding the allocation of places by the staff of the school.

Age and starting times for admission

The Local Authority provides nursery education to three and four year olds leading up to their statutory school starting age.

Children are able to attend Nursery when they are three years old. Priority for admission in September is given to those children who are already three years old, i.e. when they have reached three by 31st August.

Where spaces are still available in the Nursery in the Spring term, children will be offered a nursery place commencing the term after their third birthday until all places are allocated.

These will be dependent on the availability of places, and cannot be guaranteed.

Please note: Allocation of a Nursery place cannot guarantee a child's place in the Reception Class.

30 hours provision

In addition to the 15 hours early education provision, in which every 3 and 4 year old is eligible for, we also have a limited number of 30 hours places for those families who meet the following eligible criteria:

- Both parents work (or the sole parent in single parent families) an equivalent of 16 hours per week at national minimum wage (parents can work less than 16 hours if they earn above minimum wage).
- You may still be eligible if you are self-employed or on a zero hour contract as long as you earn the equivalent of 16 hours per week at national minimum wage in a 3 month time period.
- You must not earn over £100,000 per year.
- You are still eligible if you are on maternity/paternity leave or in receipt of statutory sick pay.
- You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or contribution-based Employment and Support Allowance.

You can check your eligibility status and apply for a space by visiting: <https://www.gov.uk/apply-30-hours-free-childcare>

Please note that parents must apply for 30 hours early education provision by completing a form on the above website in addition to requesting this on nursery application form.

When to apply

You can apply for a place from when your child is 2 years and 36 weeks old.

Parents are responsible for applying for a place before the 'cut off points' in each term. The school reserves the right to reallocate spaces if parents do not apply for 30 hour funding before the following cut off points.

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

In addition to securing a space, parents are responsible for reconfirming eligibility every 3 months. Failure to do this will result in your child entering a 'grace period' and could lead to your child losing his or her space for the additional 15 hours provision.

Grace period.

If you do not reconfirm your eligibility every three months or no longer meet the criteria for 30 hours early education you will enter a grace period. The length of the grace period is dependent on what time in the year you enter this grace period. Please see table for further information.

Date parent receives ineligible decision on reconfirmation	Grace period end date
1 January - 10 February	31 March
11 February - 31 March	31 August
1 April - 26 May	31 August
27 May - 31 August	31 December
1 September - 21 October	31 December
22 October - 31 December	31 March

The government has introduced a "grace period" to enable parents to retain their childcare place for a short period should they become ineligible for the extended entitlement (30 hours early education offer). This will allow continuity for the child and also give the parent sometime to regain employment.

If after the grace period has ended you still have not met eligibility criteria your child will lose his or her space for the additional 15 hours early education they receive.

Please note that this does not impact on the 15 hours early education that every 3 and 4 year old is entitled to.

Over subscription

The Local Authority provides guidance for school's to assist in the allocation of places should the Nursery be oversubscribed, Denbigh Community Primary School follows this guidance:

Where there are more requests for places than places are available, the following criteria for admission will be applied in the following order.

1. Looked After Children.
2. Children living in the catchment area.
3. The presence of a brother or sister already in the nursery class or in the main school.

Any remaining places are allocated to children living nearest to the nursery/main school as measured by straight line distance from home to school. It is not the distance travelled by bus or car.

Please note: The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place.

Children with a Statement of Special Educational Need, where the statement names the school, take priority.

If multiple birth children cross the admissions total number there is no requirement from the school to take them via a 'sibling link' equivalent criteria.

Please note that the above criteria is applicable to both 15 hours and 30 hours early education provision.

If a child does not get either a 15 hour or 30 hour space parents can request that they are added to a waiting list. The waiting list will follow the same criteria.

Meals

If your child has secured a space for the 30 hour early education provision you will be required to provide a healthy packed lunch for your child each day. As we are a healthy school we ask that parents do not put juice or too many sweet treats in their packed lunch. Alternatively, you are able to order a school lunch at a cost of £2.40 per day. Further information regarding school lunches can be provided upon request.

Please note that products containing nuts (including some chocolate spreads) must not be included in your child's packed lunch due to nut allergies.

The role of the Governing Body and Head Teacher

Governing Bodies and Headteachers are free to exercise discretion regarding admissions in the light of individual circumstances. Admission to Nursery may be given in response to extenuating, individual circumstances, particularly when a child has been formally identified and/or referred through Children's Social Care, health or other multi agency professionals.

There is no appeal process for decisions made in relation to admissions into Nursery; any queries regarding such decisions should be made to The Chair of Governors.

Process for managing and arranging applications and admissions

Applications for Nursery places should be made directly to the school, as soon as possible in advance of a child's admission and preferably no later than 31st January for admission in September.

Application is via a form that should be completed as soon as a place is requested. Please state whether you wish to apply for a 15 or 30 hour space (please note that to secure your 30 hours space you will need to complete an eligibility form on the government's website and provide the school with an 11 digit code) Staff will contact parents/carers in the February before the September admission to confirm that a place is still required and gather any other relevant updated information. 30 hours spaces will be allocated however they can only be secured once a valid code has been received.

Once all the requests for places have been confirmed staff will allocate places in line with this policy and notify families accordingly. Written notification will be sent to the address on the completed form. It is the responsibility of parents/carers to ensure that they inform Denbigh Community Primary school of ANY changes to contact details. (Please advise school if you require this notification in another format).

If there are spaces remaining in the nursery, we will offer these places in January to those children who turn three between 1st September and 31st December. All applications must be received by 1st October. The same oversubscription criteria will be used to allocate places if the school is oversubscribed.

Application process

Birth to three years old	Register request for Nursery place	Parents/carers complete form and hand into school
January 31st	End date for first round of applications	School staff administer applications using set criteria
By March	Places allocated and confirmed in writing	Written offer of places. Parents/carers formally confirm place is required
June/July	Children visit Nursery for 'Getting To Know You' visits	Child and parent/carer attend for short planned visits to Nursery. Written confirmation of induction arrangements sent to parents/carers.
September	Induction arrangements in place leading up to 5 session attendance	Induction arrangements begin

Induction and admission arrangements

Staff will inform parents/carers about the plan for children starting Nursery. This involves initial 'Getting to know you' visits during the summer term before admission in September, and during the autumn term for admission in January, followed by a structured induction plan.

This policy will be reviewed annually by the Governing Body.

Denbigh Community Primary School
April 2023