

Royal Borough of Kingston upon Thames

Green Lane Primary and Nursery School



## Nursery Admissions Policy

### **Rationale**

This policy should be used to determine admission to the nursery of Green Lane Primary and Nursery School. Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions. As such, it is essential that all admissions decisions can be justified by reference to the following criteria, taking into account the particular circumstances of individuals.

Every child is entitled to 15 hours per week funded learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year. Some children may also be entitled to an additional 15 hours per week of care. The universal and additional entitlements will be offered to parents by GLPNS as set out below.

Subject to the criteria set out in this policy, a child can start in the nursery in the September that follows that child's third birthday. In the event of extra places being available, GLPNS may open an admission window in January and/or April for the term following a child's third birthday. Places taken in either January or April are only valid until the end of that academic year. Families are required to re-apply for the following September intake in the usual way.

### **Policy Statement**

The Policy of Green Lane Primary and Nursery School is to admit pupils to our nursery adhering to the following procedures.

### **Places Available**

Nursery sessions available are Monday – Friday, 9:00am-12:00pm (ie comprising of 15 hours per week, mornings only). The nursery is able to offer up to 34 places for the morning sessions.

Additional Government funded and self-funded places are available in the afternoon as explained below. The nursery is able to offer between 16 and 24 places for the afternoon sessions.

A qualified teacher will lead the morning sessions. Afternoon sessions will be staffed by fully qualified Early Years Practitioners.

### Government funded 15 hours free childcare and education for all 3 and 4 year olds - morning sessions (Universal 15 hours)

There are 34 places in the nursery each morning with each session lasting 3 hours. These places will be allocated according to the criteria listed in this policy and are not dependent on whether the applicant requires additional hours. The morning sessions are offered at the following times:

- 5 morning sessions per week (15 hours) from 9:00am – 12:00pm

### Additional Government funded 15 hours free childcare or self-funded places - afternoon sessions

In September 2017, the Government introduced an eligibility based additional 15 hours of free childcare for 3 and 4 year olds (known as Government funded 30 hours free childcare when considered together with the existing 15 hour provision). This means that all 3 and 4 year old children will access the universal 15 hours entitlement (at GLPNS this is offered through the 5 morning sessions as stated above) but some children will also be able to access an additional 15 hours if their parent(s) meet the following eligibility criteria:

- *both parents are working (or the sole parent is working in a lone parent family; each parent earns on average a weekly minimum equivalent to 16 hours at National Living Wage, or if under 25 years of age, the equivalent of 16 hours at National Minimum Wage; neither parent has an income of more than £100,000 a year.*

*The extended entitlement will also be made available to families where:*

- *both parents are employed but one, or both parents, is temporarily away from the workplace on parental, maternity or paternity leave*

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- *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 statutory 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 or incapacitated based on receipt of specific benefits.*
- *parents on zero hours contracts will be able to access the extended entitlement if they meet the eligibility criteria.*

Families are required to apply for the additional Government funding and to provide proof of funding to the school prior to children accessing additional sessions. Families will be required to renew eligibility throughout the year. Further information can be found at <https://www.afcinfo.org.uk/pages/community-information/information-and-advice/information-for-childcare-professionals-working-in-kingston-and-richmond/resources/30-hours-of-funded-childcare-for-working-parents-of-3-and-4-year-olds>

The Governing Body at GLPNS is initially able to offer up to 16 nursery places each afternoon.

Places for the afternoon sessions (12.00pm-3.00pm) will be allocated according to the criteria listed in this policy.

It is the responsibility of families to check that they remain eligible for funding and to provide evidence of this. In the event that families cease to be eligible following the 'grace' period, as determined by the Government, children will no longer be able to access additional hours. Families can maintain existing additional sessions by 'self-funding'. However, any changes to hours required cannot be guaranteed but will be considered depending on waiting lists for sessions.

Where a family does NOT qualify for the additional Government funded hours there is an option to access the afternoon sessions by self-funding.

Children staying for afternoon sessions are required to either bring a packed lunch from home or purchase a hot school lunch (current prices are available on the school website).

#### Self-funded

If families are not eligible for the additional Government funded hours, they can access the additional hours of childcare offered through the afternoon sessions by paying for these. Up to date prices are available on the school website. For self-funded families, fees can also be paid using a range of Child Care Vouchers and Tax free childcare. Families are required to pay a week's deposit by the start of the academic year. This will be returned at the end of the year providing all sessions have been paid for.

Children staying for afternoon sessions are required to either bring a packed lunch from home or purchase a hot school lunch (current prices are available on the school website).

#### Lunch Club

The Governing Body at GLPNS is initially able to offer up to 24 places for children to have lunch at Nursery. The session runs from 12:00pm-1:00pm. This will form part of the hours for those children using additional afternoon hours (either through the additional Government funded hours or self-funding). For other families, children can attend the lunch club (prices available on the school website). All children attending the lunch club are required to either bring a packed lunch from home or to purchase a hot school lunch (current prices are available on the school website).

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## **Admissions Procedures for Green Lane Primary and Nursery School**

### Government funded 15 hours free childcare and education for 3 and 4 year olds - morning sessions (Universal 15 hours)

The Nursery can accommodate a maximum of 34 places during the morning sessions. Subject to availability, session times available are:

- 5 morning sessions per week (15 hours) 9:00am – 12:00pm

These places are allocated against the following criteria:

- Looked After Children.
- Children who have already attended nursery during the 2017-18 academic year and are deferring their reception place.
- Children who have a sibling at GLPNS.
- Children of permanent staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- Children with exceptional family, social or medical needs as stated in the original application.
- Distance from the school

### Additional Government funded 15 hours free childcare or self-funded places - afternoon sessions

The nursery can accommodate between 16 and 24 places for afternoon sessions. Initially 16 places are available. Subject to availability sessions available are:

- Afternoon sessions 12pm – 3.00pm (3 hours each afternoon)

These places are allocated against the following criteria:

1. The child already has a place in our morning nursery.
2. Looked After Children.
3. Children of permanent staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
4. Children taking up the full additional 15 hours funding with proven eligibility through the Government scheme.
5. Children taking up the full additional 15 hours through 'self-funding'.
6. Children wishing to take up the next highest amount of additional 15 hour funding with proven eligibility through the Government Scheme.
7. Children wishing to take up the next highest amount of additional hours through 'self-funding'.

Any remaining places will be allocated against the following criteria:

1. Children who have a sibling at GLPNS.

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2. Children with exceptional family, social or medical needs as stated in the original application.
3. Distance from the school

In the event that there is demand for more than 16 afternoon places, GLPNS will consider extending places on offer up to a maximum of 24 places per afternoon. These may not be available for every afternoon depending on demand. There must be demand for at least 20 places per session for numbers to increase from 16 places.

### Lunch Club

The nursery can accommodate up to 24 places for children stay for lunch at nursery. Subject to availability sessions times available are:

- 12:00pm – 1:00pm (please note all children attending the lunch club are required to either bring a packed lunch from home or purchase of a hot school lunch.

These places are allocated against the following criteria:

1. The child has a place in our morning nursery.
2. Looked After Children.
3. Children of permanent staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
4. Children taking up the full additional 15 hour funding with proven eligibility through the Government Scheme.
5. Children taking up the full additional 15 hour through 'self-funding'.
6. Children wishing to take up the next highest amount of additional 15 hour funding with proven eligibility through the Government scheme.
7. Children wishing to take up the next highest amount of additional hours through 'self-funding'.
8. Children wishing to take up the next highest amount of Lunch club sessions.

Any remaining places will be allocated against the following criteria:

1. Children who have a sibling at GLPNS.
2. Children with exceptional family, social or medical needs as stated in the original application.
3. Distance from the school

### **Applications**

If you would like your child to attend the Green Lane Nursery, you must complete an application form and submit it to GLPNS by 8<sup>th</sup> March 2019. All applications will be reviewed according to the criteria outlined in this policy and parents will be informed whether their application for 15 hours childcare and education (the morning sessions) has been successful by 3<sup>rd</sup> May 2019. For families applying for additional hours (the afternoon sessions) conditional offers will also be made for all applicants at the same time with confirmation being made in June (for both government funded and self-funded sessions) following proof of eligibility. In the event that acceptable proof of eligibility is not obtained,

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the offer in respect of the additional hours (the afternoon sessions) may be withdrawn. In the event of a place being offered families must adhere to the school's extended hours terms and conditions.

The school will consider applications received in accordance with this policy.

The final decision on when or whether a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the Head teacher.

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