



Crossley Hall Primary School

2 Year Old Nursery Admissions Policy

Introduction

The Childcare Act 2006 requires local authorities, health agencies and other partners to work together to tackle childhood poverty and reduce inequalities between young children aged 0-5. Local authorities are required to take the lead in ensuring sufficiency of childcare and ensure information on early childhood services reaches all parents, especially those who may find it difficult to access them.

In May 2015, Crossley Hall Infant Primary School (CHiPs) opened. This is a dedicated nursery provision for 2 year olds. We believe in offering good quality pre-school experiences to develop better cognitive, social and behavioural development of young children.

Our aim is to support disadvantaged children and families. Our focus is on 2 year olds who are more likely not to have experienced play and learning opportunities outside the home, and might fail to achieve their full potential. We work within the framework of the Early Years Foundation Stage.

In Bradford the delivery of a range of national initiatives to support improve outcomes is focussing on supporting and improving links between schools and settings and sharing practice to benefit children's learning opportunities.

The types of settings providing early years foundation stage provision includes:

- Nursery schools
- Nursery classes in primary schools
- Day nurseries
- Pre-schools
- Childminders
- Independent schools

Admissions

Crossley Hall Primary School is responsible for admission to the CHiPs 2 year old nursery. Applications for admissions can be made by contacting the school office for an application form or downloading one from our school website. (www.crossleyhall.com)

Entitlement

Not every child aged 2 is eligible for 'Early Education for Two Year Olds'. The current eligibility criteria have been set by the government. Places are available to children of parents who are in receipt of the following income-related benefits:

- Income support
- Income-based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The 'Guarantee' element of State Pension Credit
- Child Tax Credit
- Those who are in receipt of Working Tax credit and have an annual income that does not exceed £16,190*
- Or a child who is looked after by the local authority

* Subject to change.

1. Every entitled 2 year old can have up to 15 hours free early years education in the term following their 2nd birthday.
2. Parents/carers can be offered flexibility in how they take up the 15 hours per week but this may depend on agreement, ability and arrangements made with providers. Parents are allowed to split their entitlement between different settings. Parents do not have a right and so will not be allowed to defer allocation of sessions to following weeks or terms.
3. Children will take up places as soon as possible after their 2nd birthday. Moving children from one nursery setting to another mid-term is not recommended unless there is evidence of exceptional circumstances for doing so, or if the family have moved into the area. For admission purposes the start of the term is defined as 1st September, 1st January and 1st April
4. Once a child has been allocated a place in our 2 year old setting, they will automatically transfer to our 3 year old setting.

Allocation of Places

If there are more applications for a nursery setting than there are places available, see published list in appendix A, an oversubscription criteria will be used to allocate places.

Oversubscription Criteria:

Places in an Early Years provision within the school will be allocated to children in the following priority order:

1. Looked after children – a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) at the time an application is made.
2. Children with exceptional grounds, such as special educational, social or emotional needs, as evidenced by a professional from health, social services or education – for example, children:
 - who have a significant medical condition and the child's consultant or paediatrician says they must go to a particular nursery;
 - who have social reasons supported by a relevant professional, for them to attend a particular school nursery class; or
 - children in lone parent families who have no other local family support.
3. Priority will be given to children with siblings already attending Crossley Hall Primary School, so that siblings as far as possible can attend school together. A sibling is defined as:
 - a full brother or full sister living as one family unit at the same address or living a separate addresses;
 - a half-brother or half-sister living as one family unit at the same address or living at separate addresses;
 - an adoptive brother or adoptive sister living as one family at the same address or living at separate addresses;
 - a foster brother or foster sister living as one family unit at the same address;
 - a step brother or step sister living as one family unit at the same address.

The sibling priority will also be applied to children who, at the time of application, have a sibling (as defined in the bullet points above) who has been offered and accepted a place at the preferred school, even if the sibling has not yet started attending.

4. For primary schools with an admission priority area children living within the priority area.
5. Other children living closest to the school's main entrance – this will be determined using the Authority's Graphical Information System process and will be the distance between the child's home address and the school's main entrance measured in a straight line. A child "home address" is the address at which they live permanently. Where a child lives with parents with shared responsibility, the parents must decide which address to use for the allocation process. We cannot use the address of a relative or childminder.

Notes:

- (a) **The offer of a place at an early years provision attached to a primary school does not guarantee the child a place in the reception class at the same school. A fresh application will be required in accordance with the criteria for admission to reception classes.**
- (b) A child is of compulsory school age at the beginning of the term following the child's fifth birthday. Generally children leave early years provision to enter the nursery to then enter reception in the school year in which they have their fifth birthday and commence full time education before reaching compulsory school age. Only in exceptional circumstances can children remain in the nursery beyond the normal admission date for reception classes, however where a parent insists, a child may remain in nursery class until the end of the term in which they have their fifth birthday, **however for summer born children doing so will mean parents will need to apply for a year 1 place, rather than reception class, in order to keep the child with their chronological age group.**
- (c) Schools must ensure continuity of provision for any child remaining in their early years provision or nursery until entering another school at a later date. As some primary schools operate a 2 point entry into reception it should not be assumed that the child will be leaving nursery at the end of the summer term.
- (d) Not all primary schools have a nursery class.
- (e) Due regard must be made to the Council's Continence Guidance 'Promoting Personal Care and Inclusive Practice' in line with the Equalities Act 2010 when admitting children to a nursery setting.
- (f) Induction and attendance arrangements for an early years provision or nursery class in a primary school are at the discretion of and decided by each school.
- (g) Transport may only be provided where a child has been directed to a placement as part of an SEN assessment or statement.
- (h) Regular attendance is required to maintain a place in an early years provision or nursery class, close liaison should take place with health visitors or social workers if there are concerns regarding a child's attendance.
- (i) No place will be allocated without the completion of a Nursery Admission Form. See Appendix A.
- (j) Vacancies arising during a school year should be filled from the school waiting list using the published criteria. Please also refer to point 3 of the 'Entitlement' and 'Allocation of Places' sections on page 2.
- (k) If a chosen nursery has no vacancies parents should be advised to contact the Families Information Service for advice on other early years providers and settings.

- (I) There are no statutory appeal entitlements for parents/carers refused an early years provision or nursery place at a school with a nursery class. Parents should follow the following procedure if they have cause to complain:
- put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaints procedure. They will however need to comply with the published rules for admitting children to their nursery class;
 - if not satisfied they should write to Local Authority's Early Years manager who will investigate the complaint;
 - where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.