



**St Edmundsbury and Ipswich**

Diocesan Multi Academy Trust

**Stoke by Nayland  
Nursery Admission Policy  
Admission Year  
2021-2022**

**Committee**

**Admissions**

**Date Approved**

**13/9/2021**

**Review Frequency**

**1 year**

**Date of Next Review**

**Spring 2022**

# Nursery Admission Policy 2021-2022

## Introduction

Stoke by Nayland C of E Primary School is a member of the St Edmundsbury and Ipswich Diocesan Multi Academy Trust and the Trust's Directors are the Admissions Authority for this school. Authority is delegated to our Local Governing Body to administer this policy and all applications should be made to the School and not the Trust's offices.

Our school has a distinctive Christian ethos, whilst being rooted in the local community in all its diversity. At this school, we endeavour to provide an environment where there is freedom from discrimination on grounds of race, gender, language, religion, class, lifestyle, cultural background, age, disability or special learning needs. Equal opportunities are the right of everyone: pupils, teaching and non-teaching staff, parents, governors and those in the larger community in which our school is founded.

The school's Nursery Admissions Policy reflects our Christian vision:

*'Apply your heart to discipline, and your ears to the words of knowledge.'* Proverbs 23:12

At Stoke by Nayland, we educate the whole child - their heart and mind. Our children become learners for life through the rich curriculum we provide that builds on the talents of every individual to ensure they reach their full potential, as God intended. Our core values emphasise the importance of educating the heart as well as the mind, by teaching our children to be **courageous, creative, compassionate** and **curious**. We want every child to know their own immeasurable worth and that they are known by a God who loves and cares for them.

## Age

We offer Nursery Education to 3 and 4 year olds who become eligible for Early Education Funding from the start of the term following their third birthday:

- Birthday 1st September to 31st December
  - Free early education from beginning of Spring Term (after Christmas holiday)
  
- Birthday 1st January to 31st March
  - Free early education from beginning of Summer Term (after Easter holiday)
  
- Birthday 1st April to 31st August
  - Free early education from beginning of Autumn Term (after Summer holiday)

## Application Procedure

Application forms can be obtained from the school office, once completed they should be returned to the school office with a birth certificate to verify date of birth.

We allocate places each term to eligible children, and parents will receive a letter of offer by the last week before each half term. For the 2021-22 academic year:

- Autumn Term 2021 places offered mid to end May (Application deadline Monday 10/5/2021)
- Spring Term places offered mid to end October (Application deadline Monday 11/10/2021)
- Summer Term places offered early February (Application deadline 7/2/2022)

## Allocation Process

We have 13 pupil spaces in our Nursery. We will offer places in our Nursery until the 13 places are filled. Currently, Nursery pupils are accommodated in a class with pupils in Reception (plus Year 1 and Year 2 in the afternoons). Consequently, places in the Nursery cohort are also limited by the need to ensure that the class size does not exceed 30.

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Applications after the deadlines will not be considered as part of the allocation process. However, if places in the Nursery are still available, these children may be allocated a place after the formal allocation process is completed.

If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use our oversubscription criteria to help us decide who will be offered places.

**Please note: Attendance in our Nursery class does not guarantee a place in the reception class of our school.**

### **Oversubscription criteria**

If there are more applications than places available, the Admissions Committee of Governors will meet to allocate places.

In the event of a tie within any of the oversubscription criteria, then all the applicants under that criterion will be ranked according to their distance from the school and places will be offered to those living nearest to the school.

Children who have an 'Education, Health and Care Plan' which names our school nursery will always be offered a place.

Then, the following oversubscription criteria will be used in the order they are numbered:

1. Children in Care (also known as Looked after Children) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after)
2. Children who have a sibling who will be attending the school at the time of admission
3. Children wanting to take their full free 'universal' entitlement (15 hours over 5 mornings)
4. Children whose ordinary residence is within the catchment area
5. Date of birth (oldest to youngest)
6. Distance from school
7. Children whose ordinary residence is outside the catchment area
8. The process is then repeated for those wishing to take 4/3/2/1 days of their full free entitlement

### **Oversubscription Criteria Supporting Notes**

#### **Previously looked after children:**

*Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

#### **Taking up their full free entitlement:**

*All children who wish to attend for 5 mornings a week will be considered before those choosing to attend for 4,3,2 or 1 mornings, regardless of whether they are in catchment or not. If parents subsequently reduce the number of days their child wishes to attend after we have allocated their child a place, we reserve the right to withdraw the place and offer it to the next child on the waiting list.*

#### **Ordinarily resident:**

*By "ordinarily resident" we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment/defined area or if you use another address to give the impression that your child lives in the catchment/defined area so that you have a higher priority for a place at that school. If you can provide written evidence that you are legally committed to a move into catchment (e.g. solicitor's letter confirming exchange of contracts, a signed letting/tenancy agreement) then the LA/School Admissions Team will use this address.*

*\*Gypsy, Roma or Traveller families and Refugees and Asylum Seekers who move into the catchment of this school will be considered as 'ordinarily resident' in that area when considering applications for a school place.*

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*\*For children of UK service personnel and other Crown Servants, the Governors must treat a family being posted to their area, or whose posting abroad comes to an end, as meeting the residency criteria for that catchment area even if no house is currently owned in that area once proof of the posting has been provided.*

### **Siblings:**

*Children who are brothers and sisters of, (includes half or step siblings) or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.*

### **Twins, triplets and other multiple births:**

*Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or how to share the places if they wish.*

### **Distance from the school:**

*Children who live nearest to the school - the distance will be measured by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home in a single building (e.g. apartments) we will measure to a single point within that building irrespective of where those homes are located.*

### **Tie Break:**

*If it is not possible to distinguish between applicants at 'Distance from School' (i.e. a tie break), we will resolve this by a random ballot.*

### **Waiting lists:**

*If we are unable to offer a place due to over-subscription the application details will be added to our waiting list and considered again in the next round of allocations or when spaces become available. The waiting list is maintained in the order of the oversubscription criteria.*

### **Catchment area:**

*The school's catchment area is shown on maps which are available from the school office and also downloadable at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). Applicants may also contact the SCC Admissions Team on 0345 600 0981 (local number).*

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## Appendix 1

### Information About Entitlement

#### Sessions

##### **Universal Entitlement**

The 'universal' entitlement for all 3 and 4 year olds is 15 hours a week of Nursery provision for 38 weeks of the year (matching our school terms). At Stoke by Nayland C of E Primary School, **this 15 hour universal entitlement is offered through 5 morning sessions from 9:00am to midday for 5 days each week. Each of these morning sessions lasts 3 hours.** Children are eligible to join our Nursery in the term after their 3<sup>rd</sup> birthday.

##### **Eligibility for Extended 30 Hour Free Childcare Entitlement**

Some children are eligible for additional hours of Nursery provision. This entitlement is an extension of the universal entitlement and provides an additional 15 hours of free Nursery provision for children who are eligible. The entitlement to 30 hours free provision (15 hours 'universal' entitlement + 15 hours additional entitlement = 30 hours) is intended to support working parents with the cost of childcare and enable them, where they wish, to return to work or to work additional hours. The additional 15 hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year. Families where one parent does not work (or neither parent works) will usually not be eligible for these additional hours. Further information about eligibility can be found at: <https://www.gov.uk/30-hours-free-childcare>

At Stoke by Nayland C of E Primary School, **this 15 hour additional entitlement is offered through 5 afternoon sessions from 12:30pm to 3:30pm for 5 days each week. Each of these afternoon sessions lasts 3 hours.**

##### **Checking eligibility**

**Parents are responsible for checking their own eligibility.** Parents apply online at <https://www.gov.uk/apply-30-hours-free-childcare>. The application will take around 20 minutes and you should find out if you are eligible within 7 days. You will need your National Insurance Number and your Unique Taxpayer Reference (UTR), if you're self-employed. If you are eligible, you will be given a unique code that the school will use when claiming the funding for your child.

##### **When to Apply?**

<b>When your child turns 3</b>	<b>When they can get 30 hours from</b>	<b>Recommended time to apply</b>
1 September to 31 December	1 January	15 October to 30 November
1 January to 31 March	1 April	15 January to 28 February
1 April to 31 August	1 September	15 June to 31 July

You can apply outside of these recommended dates but you might not receive your code in time. **You have to reconfirm your eligibility every 3 months.**

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### **Appendix 2**

#### **Provision available at Stoke by Nayland C of E Primary School**

- Stoke by Nayland C of E Primary School Nursery offers 13 places for eligible 3 and 4-year-old children. Children can attend from the term after their 3<sup>rd</sup> birthday.
- Places are offered in accordance with the Nursery Admissions Policy and oversubscription criteria.
- Provision includes:
  - 15 hours of free 'universal' provision (**9:00am – midday each school day**) for all children;
  - Total of 30 hours of free Nursery provision, comprising 15 hours of free 'universal' provision PLUS 15 additional hours of free for those whose parents qualify (**9:00 – 3:30, including lunch session**);
  - Total of 30 hours of Nursery provision, comprising 15 hours of free 'universal' provision PLUS 15 hours of paid provision at a cost of £4.20 per hour for parents who do not qualify for free additional hours (**9:00 – 3:30pm, including lunch session**).
- The Nursery sessions are:
  - Morning – 9:00am – midday (Please note: the 'universal' entitlement is offered during this session)
  - Afternoon – finishing at 3:30pm (Please note: the extended / additional hours are offered during this session)
- Government funding is intended to deliver 15 or 30 hours of funded, high quality flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. The funding is to support the hours of early years provision. Therefore, we may make additional charges to cover extra provision, such as visits; afternoon snacks, school lunches and lunchtime supervision. We request that parents contact the school office for information about current charges.