



Comper Nursery School with Child Care and Reception Classes

POLICY FOR COMPER NURSERY SCHOOL ADMISSIONS September 2018

Comper is one of the six Maintained Nursery Schools in Oxfordshire. As such, our admissions policy relates fully to the expectations of the County Council policy for admissions.

1. 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.

2. Comper Nursery School has an agreed **published admission number of 80 part time equivalent (pte) places**. One pte place is 15 hours per week, term time only, or 570 hours a year if the place is delivered flexibly. One pte place is 15 hours per week, term time only.

3. The Nursery School will offer places at least up to the published admission number. We offer the extended entitlement within our provision, and a 30-hour place is deemed to represent 2 pte places.

Our published admission number (PAN) is 80 part-time equivalent places. We will be offering both full time and part-time places, with an aim that the breakdown would be approximately 25 x 30 hour places and 30 x 15 hr places. However, the financial viability of the Nursery School relies on our filling our places as early as possible and, as demand can be very variable, actual intake may be different - for example, more 30 hr children and fewer part time.'

4. Comper Nursery School will not operate with empty places in any term if we have eligible children on the continued interest list.

The exception would be where a set limit within the published admission number has been advertised for places for funded 2s or 30 hours, and those places have been filled. The school would not then be required to admit e.g. an eligible funded 2 or offer to an unfilled universal entitlement place.

5. The minimum **universal entitlement** to funded nursery education is 15 hours per week or 570 hours per year, from the term after the child's third birthday.

6. Where capacity against the published admission number exists, places should always be offered for at least 15 hours a week (or 570 hours a year if a stretched offer).

7. Comper Nursery School will also offer the **extended entitlement**, of 30 hours per week (term time only). This will be decided in advance of the academic year and publicised to parents/carers on our school website.

8. The school is permitted to agree take up of fewer hours to meet parental request but is not obliged to. Places will be funded on actual take up of hours.

8. **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with places starting in September, January or April.

9. Children are entitled to a place from the first day of term and offers of a place must always give this as an option even though we offer a 'staggered starts' to help children settle in. Staggered starts will not be arranged over more than a week.

10. Parents will be notified that a place is available for their child no later than a half term in advance. We may opt to set and advertise a termly deadline for considering applications for admission in the following term.

11. Comper Nursery School does not allow parents to split their free entitlement with another provider but are not obliged to do so. Allowing splits will impact the school budget as unused hours can only be offered to another child if they make up at least a full 15 hour place.

12. The Nursery School makes clear to parents/carers that the offer is set, represents their child's full universal/extended entitlement and that sessions taken elsewhere will have to be paid for.

13. **Comper** offers our places in half or full day sessions: 8.45-11.45am or 12.00 to 3pm or (for 30 hours) from 9am-3pm

15. The Nursery School provides information on their school webpage stating the opening times of the nursery provision and its educational aims and provision. This also includes the County Council's policy for allocating nursery places.

16. 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:

The criteria

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

16.1 **Children who are looked after by a local authority** within the meaning of section 22 of the Children Act 1989 at the time of their application, and previously looked after children. The term “previously looked after children” refers only to children who were looked after but ceased to be so, because they were adopted (or became subject to a child arrangements order or special guardianship order).

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16.2 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.

16.3 Children who have taken up, or are eligible for, a funded 2 year old place at the time of application.

16.4 Those children who, at the time of entry, have a brother or sister attending Comper Nursery school.

16.5 Children who attend day care or a voluntary or private sector pre-school on site at the school (Apple Room). 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 nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System.

16.6 Those children who do not meet any of the above criteria Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency & Access Geographic Information System.

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

17. 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.

18. Once admitted to the Nursery School, the child is entitled to remain in a **universal part time** place until the term after he/she becomes five, that 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 as a year one child. See the Primary School admissions policy for more detail on deferring entry.

19. Where a family ceases to be eligible for the extended entitlement, the free place should return to the universal entitlement level when the grace period expires, unless the parent/carer agrees to pay for the extended hours. Schools offering the extended entitlement should explain this possibility in writing when offering the extended entitlement place. **Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.**

20. The school may allow the parent/carer to continue to access the extended hours on a fee-paying basis, but are not obliged to. Fee paid hours do not count towards a school's PAN.

21. The school may offer funded full time (25 hour) places for Reception children on their roll but are not obliged to. DfE funding for this is being discontinued at the end of March 2019, and any children remaining on roll in April 19 will thereafter be funded only for the universal 15 hours or extended entitlement where appropriate. Comper Nursery School will advise parents/carers who may be affected when confirming a 25- hour funded place.

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

23. There is no statutory right of appeal.

Contact details

Admissions & Transport Services Manager

Tel: 07393 001242 admissions.schools@oxfordshire.gov.uk

Senior Officer (Early Years Organisation)

Tel 07733 001503 e-mail:SchoolOrgPlan@oxfordshire.gov.uk

(for initial advice regarding the application of this policy)

CW/Comper 20 April 2018

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