



Burford Primary School,

Priory Lane, Burford, Oxon, OX18 4SG

*'Enthusiastic Learners showing Pride and Respect'*



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## Nursery / FSU Oversubscription Admissions Criteria

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**Policy Updated:** February 2017

As an Academy, the Governing body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

These arrangements seek to comply with the government's School Admissions Code, the Local Conditions of Funding the Early Years Education for two-, three- and four-year-olds and the Early Years Pupil Premium, the Early Education and Childcare Statutory Guidance for Local Authorities September 2014 and the Co-ordinated Admissions Schemes of Oxfordshire County Council, the local authority (LA) for this area.

### **1.1.** The Ethos of Burford Primary School

**1.2.** Burford Primary School is an Academy School within the Oxford Diocesan Schools Trust. Our friendly school with a 'family' atmosphere, is situated within the heart of Burford. It serves the communities of Burford, Fulbrook, Taynton, Asthall, Widford, Westwell, Bradwell Grove, Shilton & Signet.

## **2.** Early Years Education Funding for three and four-year-olds

**2.1.** All three and four-year-olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year.

**2.2.** We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The minimum amount of funded time in a day is 2.5 hours and the maximum is 6 hours.

## **3. Admissions to the nursery/FSU**

**3.1.** Burford Primary School admits:

- Early Years Education funded three and four-year-olds from the start of term following their third birthday.

## **4. Patterns of attendance available**

**4.1.** We are required to offer the Early Years Education Funding in a flexible way. Our school makes a core offer of:

- Morning sessions of 0900 am to 1200 pm and
- Afternoon sessions of 1200 pm to 3.00 pm and
- All day sessions of 0900 am to 3.00 pm during term time only.

**4.2.** If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 p.m. – 1.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

## **5. Extended Hours**

**5.1.** Some families may need a longer day; we can also offer nursery places in our school before and after school provision. These sessions are:

- 7.45am – 9.00am before school and
- 3.00pm – 5.30pm after school.

**5.2.** The provision before and after school will differ from the core early years provision between 9.00am and 3.00pm, as there will be older children attending.

**5.3.** If you want to buy additional hours on top of the 15 funded hours you can do this during any of our opening times. We sell 3-hour long sessions and will consider selling single hours at £3.50. A 3-hour long session is charged at £10.50.

## 6. Charging

- 6.1. There is no charge for applying for a nursery/FSU place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

The school must comply with Oxfordshire County Council Local Authority / DfE Local Conditions of Funding<sup>1</sup>. A charge cannot be made if a child is only attending the nursery/FSU as part of their Early Years Education Funding.

- 6.2. Details about buying additional sessions/hours in the nursery/FSU are set out in the schools charging policy. A policy on charging for activities is available on request from the school and can be viewed on our website.

## 7. Childcare Vouchers

- 7.1. Our school accepts childcare vouchers and is registered with a variety of companies.. If your employer offers such a scheme, please come to the school office to discuss your requirements.
- 7.2. The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied

Session choices	Hours	Funded/bought hours
9.00am – 12.00pm	3	As part of the Early Years Education Funding or bought.
12.00pm – 3.00pm	3	As part of the Early Years Education Funding or bought.
9.00am – 3.00pm	6	As part of the Early Years Education Funding or bought.

- 7.3. Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 5 mornings of 3 hours; 6 + 3 + 3 + 3 hours = 15 OR 9 + 6 hours = 15.

## 8. School Lunches

- 8.1. Free school meals (FSM) can be provided for children (whose parents meet the eligibility criteria) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.
- 8.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a cooked school lunch or packed lunch (both £2.00) a or bring a packed lunch.

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<sup>1</sup> The Local Conditions of Funding are continually being updated to please make regular visits to the document.

## **9. Visiting**

- 9.1.** We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery/FSU. If you would like to visit Burford Primary School, you should contact the office to make an appointment.
- 9.2.** If required, we offer a stay and play, taster sessions that can be attended BEFORE applications are made for a place.
- 9.3.** Most children will start at the nursery/FSU at the start of the term or half term. Other children join us “in-year” at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.
- 9.4.** To apply for a place here you must use the School Nursery Application Form.
- 9.5.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 9.6.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

## **10. How to apply for a nursery/FSU place**

- 10.1.** Parents must complete the School Nursery Application Form and return it to the school.
- 10.2.** The closing dates for applications for the nursery/foundation stage unit intake are: 1 April, 1 July and 1 January. You can apply after these dates but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

## **11. Information provided in an application**

- 11.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery/FSU and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.
- 11.2.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 11.3.** You will be asked to provide date of birth evidence so we can check your child's age.

## 12. What happens next

- 12.1.** If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.
- 12.2.** By 1 May, 1 October and 1 February we will contact successful parents to welcome them to the school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

## 13. Points of Admission to nursery for funded hours

- 13.1.** Generally children will start at nursery/FSU at the beginning of a term. Eligibility for the Early Years Education Funding for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 3 years old		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

- 13.2.** There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time. This is a completely separate application and securing a place in our Nursery **does not** guarantee/secure a place in our Reception class/school.

## 14. The admissions process

<b>1) Children become eligible for a place when they were born:</b>	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
<b>2) Visit the nursery in:</b>	Spring term	Summer term	Autumn term
<b>3) Apply by:</b>	1 May	1 September	1 January
<b>4) Admissions panel meet in:</b>	Mid May	Mid September	Mid January
<b>5) Receive a letter about your application before:</b>	May half term	October half term	February half term

<b>6) Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
<b>7) Start at Nursery/FSU</b> (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

## 15. Published Nursery Admissions Number (PNAN)

- 15.1.** This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Oxfordshire County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 15.2.** The governing body also factor in the local demand for places and the age ranges of the children wanting a place. If there is a change to the PNAN part way through the year this must be published.
- 15.3.** If there is an increase in the demand for places the governors may decide to increase the PNAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2015/16 & 2016/17 is:-

<b>The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:</b>	15
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- 15.5.** Where the number of applications exceeds the number of places available in the nursery/FSU the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:
- 15.5.1.** A child with an Education, Health and Care Plan or a Statement of Special Educational Needs naming Burford Primary School will be admitted.
- 15.5.2.** Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
- 15.5.3.** Children with an exceptional medical or social need to attend this setting.
- 15.5.4.** Children who live in the designated area and are eligible for the Early Years Education Funding for three-year-olds or the Early Years Pupil Premium.
- 15.5.5.** Children who live in the school's designated area who have a sibling at the school.
- 15.5.6.** All other children who live in the designated area.
- 15.5.7.** Children who live outside of the designated area with a sibling at the school.

15.5.8. Children who live outside the designated area who are eligible for the Early Years Education Funding for three-year-olds or the Early Years Pupil Premium.

15.5.9. Other children.

## **16. Waiting lists**

- 16.1.** Following allocation of nursery/FSU places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.
- 16.2.** If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery/FSU for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- 16.3.** Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a **Note of Interest** form and told when they should submit the **School Nursery Application form**.

## **17. Increasing the hours attended**

- 17.1.** If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places as the times that are available then the places can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

## **18. Admissions appeals**

- 18.1.** If a nursery/FSU place is refused, parents can go through the schools complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery/FSU is full. Even if it is agreed that the nursery/FSU was full, it will also consider the impact on the child and family and may still award a place at the nursery/FSU if there is both the physical space and sufficient staff available.

## **19. Transport**

- 19.1.** No transport is available for pre-school children.

## **20. Uniform**

- 20.1.** Children attending Burford Primary School are encouraged to wear a uniform. Some of the items required can be purchased from two on-line companies (details will be provided) and the rest of the uniform can be bought from retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the nursery/FSU is optional.

## 21. Claiming the Early Years Education Funding

- 21.1.** The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.
- 21.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3.** Parents must not claim more than the 15 hour entitlement, checks are carried out to ensure that over claims are not made. Parents will be asked to complete a declaration return which is kept in the school office for auditing purposes.
- 21.4.** You may also be asked to help complete a **Conflict Buster** if you want some funded time with us and some at another provider.

## 22. Changes to attendance

- 22.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
- 1) New applications from parents whose children do not yet attend the nursery.
  - 2) Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends
- 22.2.** It is expected that parents will ensure that their child will attend at the times agreed on the so that children can establish a routine and be ready to start school.
- 22.3.** If a child is sick the parent must inform the school. If a child does not attend the nursery/FSU for a period of more than two weeks without informing the school that child's place may be offered to another child.

## 23. Induction and transition arrangements for starting nursery/FSU

- 23.1.** If your child is successful in gaining a Nursery place, an induction meeting with the parents is held either as a group or individually. Your child will be offered a stay and play session before the official start date. We also offer home visits.

## 24. Contacts and further information

<b>Headteacher</b> <b>Mrs Jenny Dyer</b>	<b>E-mail:</b>	office.2251@burford-pri.oxon.sch.uk
	<b>Telephone:</b>	01993 822159
	<b>Website:</b>	<a href="http://www.burford-pri.oxon.sch.uk">www.burford-pri.oxon.sch.uk</a>

## **25. Policy Version**

**25.1.** This policy was determined by the Governing body on 9<sup>th</sup> February 2017.