



# **Kingswood Nursery School Admissions Policy**

## **Kingswood Nursery School**

**This policy has been reviewed and updated by the Governing Body September 2022.**

**This policy is informed by and will be updated when new guidance is issued by HfL or there are necessary changes.**

### **Kingswood Nursery School is committed to:**

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups.
- Ensuring that everybody is valued, listened to, understood and treated, as they themselves want to be treated, in accordance with our core value of 'Respect'.

These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

**Hertfordshire County Council has a duty to provide access to 15 hours of free early education for all three and four year olds in Hertfordshire, who wish to take up their entitlement.**

All children from the term after they are three years old are entitled to 15 hours of free early education, which equates to 570 hours a year. Kingswood offer this entitlement term time only for 38 weeks per year. The free entitlement can be accessed in either Pre-School or Nursery, according to availability.

Some children are entitled to 30 hours childcare a week, if their parents are eligible, according to the criteria set out by Department of Education (see details on Page 3).

#### **Nursery Class:**

**Since September 2018, the Local Education Authority no longer co-ordinates Nursery admissions and parents/carers need to make direct applications to setting/s of their choice.**

**Kingswood Nursery class** operates a single intake in September, enabling children to take up their nursery place in the September following their third birthday. Occasionally, subject to availability, children may be invited to attend the nursery sooner than this date, though always in the term after their third birthday. Attendance in the nursery class is either 5 mornings (8.30-11.30) or 5 afternoons (12.30-3.30).

When children are offered a place in the nursery class parents are asked whether for their preference of a morning or afternoon place, but there is no guarantee that they will be offered the session they prefer. There is no right of appeal for morning or afternoon places.

**Should the Nursery be oversubscribed the following criteria will be followed for all the applications received by the closing date:**

**Rule 1:** EHC Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

**Rule 2: Children looked after by the local authority**, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

**Rule 3: A child 'at risk'** (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

**Rule 4: Medical or Social** needs children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

*A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule and must clearly demonstrate why it is the only school that can meet the child's needs.*

**Rule 5: Sibling Children** who have a sibling on the roll of the school at the time of application.

**Rule 6: Attends Kingswood Pre-School** at the time of the nursery application.

**Rule 7: Any other children, in order of date of application.**

The rules are applied in the order they are stated. If more children qualify under a particular rule than there are places available then the next rule will be applied.

**If there are fewer applications than places available all applicants will be admitted**

**'Kingswood Pre-School'**, do not use the admission rules, as printed above.

Pre-School allocations, whether it is free funding or fee paying, are subject to availability of places and by agreeing to the 'Terms and Conditions'. You may add your child's name to a waiting list if there are not available spaces at the time of enquiring.

Pre-School can take children from 2 years of age.

Parents can pay to send their children to Pre-School for a minimum of three sessions a week.

Pre-School are able to offer 2 year old free funding, if families meet the criteria, and 3 year old free funding.

Information regarding 2 year old free funding can be found on our website

[www.kingswood.herts.sch.uk](http://www.kingswood.herts.sch.uk) under 'Forms and Guidance' <http://kingswood.herts.sch.uk/parents-information/formsguidance/>

## Guidance for parents/carers of summer born children in Nursery

### Reception entry and summer born children

Schools are required to offer children a place in a reception class in the September following the child's fourth birthday. Legally however, a child does not have to start school until the start of the term following their fifth birthday.

The government has amended the School Admissions Code to allow summer born children to be admitted to the reception class at age five if this is the parent's choice. Summer born children are those born between **1 April and 31 August**.

**Summer born children who decide to stay in nursery will continue to receive funding for the hours a child is attending up to 15 per week, 570 hours per year; parents will not have to pay for the 15 hours.**

If, as a parent of a summer born child, you wish for your child to remain at Kingswood nursery you will not have to reapply to keep your child's place, **however you must notify us before the end of the spring term (i.e. prior to Easter break). We would strongly recommend that any parent who is considering this option discusses this with us first so that we can ensure the best needs of your child are met.**

*Please continue to Page 4.*

# 30 hours free childcare

Check your eligibility on [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or visit [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents)

## 1. What is 30 hours free childcare?

This entitlement for working parents of three and four year old children was introduced in September 2017. This is an additional 15 hours per week entitlement in addition to the child's existing 15 hour free early education place.

This entitlement of 30 hours free childcare is offered at Kingswood Nursery school term time only, 38 weeks of the year.

## 2. Who is eligible for 30 hours free childcare?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare.

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA (European economic area) national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

- either parent has an income of more than £100,000
- either parent is a non-EEA (European economic area) national and subject to immigration control (and has no recourse to public funds).

For up to date information on eligibility please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents)

## 3. How will the school know who are their eligible parents?

It will be a parent's responsibility to apply for 30 hours free childcare via the online HMRC eligibility checker. Parents will receive an eligibility voucher code if they are eligible (**which is 11 digits long**) which they must show their chosen provider, along with their national insurance number and their child's date of birth.

## 4. Are families eligible for the whole year once they receive a voucher code?

No, parents have a responsibility to re check their eligibility every three months with HMRC.

## 5. When can parent/carers apply?

Parents can apply when the child reaches 2 years 39 weeks old.



## Kingswood Nursery School – 30 hour offer



We are open 8.30-3.30pm = 35 hours a week, term time only, 38 weeks per year.

Kingswood can offer your child 30 hours free early education in the following ways:

- Your child will have their core entitlement of 15 hours with their Key Person. This will either be 5 mornings (8.30-11.30) or 5 afternoons (12.30-3.30).
- Your child will have lunch club between 11.30-12.30 (they need to bring a packed lunch)
- Your child will have their extended hours (either 4 mornings or 4 afternoons) Monday to Thursday in their wraparound group. The staff that support the children during the wraparound time plan for stimulating complimentary activities to their Key Person time. For the majority of the session the children are all playing together and share the resources.
- The hours described above = 31 hours per week.
- If you would like to send your child for an additional session on a Friday this will be at a cost of £22.50
- Kingswood also works in partnership with other providers on the 30 hour scheme e.g. childminders and we are able to share the 30 hours entitlement with them.
- You do not have to take all of the additional 15 hours, but if you want to do fewer sessions these must be in 4 hour blocks (see grids below).
- To check up to date information on eligibility and apply for a place visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### Examples of 30 hours at Kingswood:

#### CHILD A:

<b>Monday</b> Key Person time 8.30-11.30	<b>Tuesday</b> Key Person time 8.30-11.30	<b>Wednesday</b> Key Person time 8.30-11.30	<b>Thursday</b> Key Person time 8.30-11.30	<b>Friday</b> Key Person time 8.30-11.30
Lunch club 11.30-12.30				<b>Option to purchase additional hours @ £22.50</b>
Wraparound Time 12.30 – 3.30	Wraparound Time 12.30 – 3.30	Wraparound Time 12.30 – 3.30	Wraparound Time 12.30 – 3.30	

#### CHILD B:

<b>Monday</b> Wraparound Time 8.30-11.30	<b>Tuesday</b> Wraparound Time 8.30-11.30	<b>Wednesday</b> Wraparound Time 8.30-11.30	<b>Thursday</b> Wraparound Time 8.30-11.30	<b>Option to purchase additional hours @ @ £22.50</b>
Lunch club 11.30-12.30				
<b>Monday</b> Key Person time 12.30-3.30	<b>Tuesday</b> Key Person time 12.30-3.30	<b>Weds</b> Key Person time 12.30-3.30	<b>Thursday</b> Key Person time 12.30-3.30	<b>Friday</b> Key Person time 12.30-3.30

Issue	Date	List of Changes	Approved by	Authorised by
1	March 2015	<b>This policy is an updated version of an existing policy from April 2013. Information regarding 2 year old free funding has been added.</b>	Governing Body	Bernice Jackson - HT
2	January 2016	<b>Additional information added about delayed entry into reception for summer born children.</b>	Governing Body	Bernice Jackson - HT
3	January 2017	Kingswood Nursery class no longer offers part time places (less than 15 hours). Added information about 30 hour places for parents who are entitled to this.	Governing Body	Bernice Jackson - HT
4	October 2017	Removed all information about HCC providing a system of online admissions. Amended criteria re 30 hour childcare.	Governing Body	Bernice Jackson - HT
5	October 2018	Checked linked to websites were correct. Updated application form to ensure correct dates for applications.	Governing Body	Bernice Jackson - HT
6	May 2020	Added information regarding entitlement during the coronavirus pandemic (see page 1).	Governing Body	Bernice Jackson - HT
7	Sep 2020	Added information regarding home learning should the school be closed to pupils (see page 1). Added Safeguarding/Equalities statement. Updated information about price increases from Sep 2020.	Governing Body	Bernice Jackson - HT
8	Sep 2022	Removed Covid paragraph Change minimum of two sessions to three sessions for Pre School	Governing Body	Clare Macdonald HT