

Admissions Policy

This policy has been agreed and adopted by the Governing Body on:

Date: 24th November 2021

Signed by Chair of Governors: Siobhan Turner

Policy review period 7 years:

Reviewed: Aut 2021

Next review: Aut 2028

Please note: check our website regularly to ensure you have the latest version of this policy as it may be reviewed mid-cycle.

Documents consulted:

- Early Years Foundation Stage 2017
- 30 hours free childcare: eligibility March 2017
- Lambeth model policy for early years

Aim of this policy

To ensure the admission criteria for the variety of activities and provision at the schools and centre are clear and that there is flexibility within the system to accommodate children and families in exceptional circumstances.

1. Nursery school places; 2 - 5 year olds

The school is registered with Ofsted to provide places for children aged 2-5.

In most cases children attend 5 days a week and have either a full time place or a part-time place. There is some flexibility around how the children access the 15 hours part time places.

The **core provision** for funded (free) places is on offer for 38 weeks a year.

Breakfast and after-school provision are offered at most schools and parent/carers pay for this. Information regarding this is available on the websites or by contacting the schools directly.

Holiday provision is available at both Effra and Maytree; children from Ethelred, Triangle and Holmewood are welcome to attend.

1.1. Number of places

Name of provision	Location	Number of full time equivalent children	Age of children
Holmewood	Holmewood	107 (part time and full time children)	2's, 3 and 4 year olds
Maytree	Maytree	60 (part time and full time children)	2½, 3 and 4 year olds
		10 (20 children, mornings only)	2 year olds only
Triangle	Triangle site	52.5 (part time and full time	2, 3 and 4 year

		children)	olds + Nurture Provision
Effra	Effra site	122 (part time and full time children)	2's, 3 and 4 year olds
Ethelred	Ethelred site	75 (part time and full time children)	2's, 3 and 4 year olds

1.2. Allocation of places

Places can be offered either when funding is provided by the government or if parent/carers pay (see information below). Places are allocated as they become available. The majority of places are filled in the autumn term. Children are legally required to attend primary school from the term following their 5th birthday. Parent/carers can therefore request that their child stays in nursery. If we are over-subscribed places will be allocated as outlined in this policy.

If places become available during the year they are filled following the criteria listed below from children on our waiting list.

1.3. 2 year old places

Government funded places through the 2 year old Early Learning Offer (ELO)

Some children are eligible for an ELO funded place for 15hrs if they meet the eligibility criteria from the term following their 2nd birthday to the term following their 3rd birthday. ELO places are available during term-time only (38 weeks per year), parents can pay for additional hours and holiday provision.

Paid places

Where children do not meet the criteria parent/carers can pay for a place.

Eligibility criteria

Eligibility for a 2 year old funded place is verified by the Local Authority where the child resides. The application form is available on-line at the following web address: <https://www.gov.uk/find-free-early-education>. Once completed, parents will be emailed a reference number from Lambeth. The school admin staff will need this number to process the application for a place and to check eligibility.

1.4. 3-5 year old places

15 hours funded by the Nursery Education Fund (NEF) Provision

All children are eligible for 15hrs NEF from the term following their third birthday if there are places available. There are 3 terms.

Autumn Term - September to December
Spring Term - January to March
Summer Term - April to July

The majority of places become available in September and are allocated in the previous summer term.

1.5. Criteria for offering a place

The following criteria determine which children are offered a place; they are listed in order of priority:

- Children in special circumstances (see paragraph 2.8 below)
- Children whose older brothers or sisters attend or have attended the nursery school.
- Where we are offering places to 2 year olds, priority will be given to the oldest

children.

- Children who live closest to the school based on the shortest walking route from school to the entrance using public roads and footpaths.
- Children whose childminder already brings another child to the setting.
- Children who live in the borough of Lambeth
- Any other children

As far as possible places are allocated to ensure that each of the key people has a balance of ages, gender and ethnicity and that individual children's needs can be met.

Children in special circumstances

These are children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, outreach worker on the basis of a child's special educational needs or social needs. Examples of special educational needs might include: emotional and behavioural difficulties; hearing difficulties; lack of personal interaction and stimulation; disabilities; speech and language problems; and, visual difficulties. Examples of social needs might include: children who were multiple births (twins, triplets); child with parents/carers under 20 years of age; a child in sole care of grandparent(s); a child who has two or more siblings under four years of age; a child with a sibling with disabilities; a child on the child protection register; families living in hostels or poor temporary accommodation; or, a child of parent/carers with disabilities.

Full-time places

We will accept applications for funded full-time, 30 hour places from families who meet the specific national criteria linked to parents/ carers income.

It is advisable to have your eligibility reference number (DERN) prior to your admission meeting.

Check your eligibility here: <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Following the allocation of full time places to children who are currently in the school, all new parents will be given a deadline to bring in relevant paperwork and eligibility reference number before other full-time places are offered. We will endeavour to offer all eligible families a full time place. However, we cannot guarantee that we will be able to do this in all cases.

What happens if a parent loses eligibility?

- They will receive a "grace period" – this means they will be able to keep their childcare place for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

1.6. Paid meals and Free School Meals (FSM)

When children stay for lunch, children do not bring a packed lunch as they receive a hot meal and special diets are accommodated, supporting evidence is required for allergies. The lunch is paid for by the parent/carer unless they are entitled to a free lunch.

Children who have a 2 year old place are not entitled to FSM until the term following their 3rd birthday. Parents have the choice of paying for their lunch or to collect at the end of the morning session and return for the afternoon.

The criteria for FSM depend on whether families are in receipt of one of the following benefits:

- Income Support (IS) and Child Benefit
- Income-based Job-seekers Allowance (IBJSA) and Child Benefit
- Income related Employment and Support Allowance (ESA) and Child Benefit
- Child Tax Credit (but not receiving Working Tax Credit) and have a family income below £16,190, as assessed by the Inland Revenue
- Support under part V1 of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit and Child Benefit.

1.7. Applying for a place

Applications can be made as soon as the child is 1½ years old by completing an application form. This is available online, from the nursery school, or any of our children's centres. Families will then be contacted to arrange an appointment to visit the nursery school. If a child is cared for by a childminder the application form is completed with the parent/carer.

All offers of places are provisional until proof of address and verification of date of birth (taken from the child's birth certificate or passport) have been seen by the school's administration officer and ELO or DERN numbers are verified.

2. Deferring a primary school place into a Reception class

2.1. Admission of children below compulsory school age and deferred entry to school The School Admissions Code requires admission authorities to provide for the admission of all children in the September following their fourth birthday. They must make it clear in their admission arrangements that, where they have offered a child a place at a school:

- 2.1.1. The child is entitled to a full-time place in the September following their fourth birthday
- 2.1.2. The child's parents can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made; and
- 2.1.3. Where the parents wish, the child may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

2.2. The admission of summer born children outside their normal age group

- 2.2.1. Parents may request their child is admitted out of their normal age group. This includes the parents of summer born children (children born from 1 April to 31 August) who may request their child is admitted to reception rather than year 1 at the point they reach compulsory school age. Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.
- 2.2.2. Where such a request is made, the admission authority must make a decision on the basis of the circumstances of the case and in the child's best interests. They must also take into account the views of the headteacher of the school concerned, and must set out clearly the reasons for their decision.

2.3. Where a request is agreed, they must process the parent's application as part of the main admissions round (unless the request was made too late for this to be possible) and must not give it lower priority on the basis that the child is being admitted out of their normal age group.

2.4. The statutory School Admissions Code of Practice allows parents to defer their child's offer of a school place until they reach compulsory school age. Statutory school age is the term before a child reaches its 5th birthday at which time nursery funding will cease.

2.5. If a parent wishes to defer their offer of a school place at their allocated school and they wish their child to continue attending nursery provision on a universal basis or extended where they are eligible then the below must be followed:

- 2.5.1. Parents must formally put in writing to the local authority's School Admissions Team and the school that they wish to defer the offer of a full-time place.

- 2.5.2. The School Admissions Team will contact the school where a full-time place has been offered.
 - 2.5.3. The School Admissions Team will write to the parent to confirm the deferral of a place explaining that they will have to make alternative arrangements with either their existing or an alternative nursery provider.
 - 2.5.4. The Early Years Team can provide support and advice in securing a nursery place.
 - 2.5.5. If a parent contacts a school directly then the school should inform the School Admissions Team as outlined above.
- 2.6.** Not all parents are being offered a full-time Reception place at the school of their preferred choice. Where this occurs some parents are requesting to stay within their current nursery in the anticipation that a full-time place will become available at that school. This is highly unlikely to occur unless the child is towards the top of the waiting list and there are no guarantees that a place will then become available.
- 2.7.** When such a request to stay in the nursery is made then it is up to each school and their Governing Body to make the final decision as any parental complaint / appeal would be made through the School's Governing Body.