



Oreston Community Academy

Nursery Admissions Policy

Date Reviewed by the Governing Body: Spring 2024

Next Review date: Spring 2025

Nursery Admissions Policy

This policy will be used to determine admissions to the Nursery at Oreston Community Academy.

The Ethos of Oreston Community Academy

The Staff and Governors of Oreston Community Academy are committed to nurturing and promoting a love of learning. We provide a safe and secure learning environment in which children are happy and content. This enables the children to become confident and effective learners, developing the key skills and knowledge for life. We deliver a vibrant and enriched curriculum that takes full advantage of the abundant opportunities for learning both inside and outside the classroom. We always seek to find innovative and creative ways to deliver the Early Years Foundation Stage (EYFS) curriculum, constantly reviewing and refreshing our approach. We provide real learning experiences for the children, developing partnerships with the local community and beyond. This is reflected in our Learning Charter.

We ask parents to respect this ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

Admissions to the Nursery

We can accept children from their third birthday, providing the nursery has space.

Extended Hours

Some families may require a longer day; with this in mind, we also offer Nursery places in our before and after school provision. These sessions are:

- 7:30 am – 9am before school (1.5 hours of funded hours can be used)
- 3pm – 6:00 pm after school (3 hours of funded hours can be used)

The provision before and after school will differ from the core Early Years provision between 9am and 3pm, as there will also be older children attending. Before and after school childcare provision is made for all children (aged 3 -11). The Academy manages this service and this means that the Early Years Education Funding can be offered between 7:30am and 6:00pm.

When allocating places, the Academy takes these extended services for three and four year olds to be an integral part of the Nursery provision.

Charging

If you wish to buy additional hours on top of the funded hours you can do this during any of our opening times, providing there is space.

There is no charge for applying for a Nursery 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. A charge cannot be made if a child is only attending the Nursery as part of their Early Years Education Funding. Details about buying additional sessions in the Nursery outside of any funded hours can be found on our website. The ability to pay for additional sessions will be based on the spaces available. For further information, please contact the school.

Monthly fees

Monthly fees are clearly stated in our fee schedule and include all sick days and holidays. Unfortunately, we do not allow swapping of days unless it is permanent and there is availability. However, we will try to accommodate swapping of days in cases of emergency or under special circumstances. Parents are responsible for fees whether the child attends or not, as fees are based on booked days and not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness

or holiday. Please note that unpaid fees may be subject to a late payment fee if fees are not received by the due date. We require a minimum of 4 weeks written notice for any changes to your child's normal booking, whether it is to reduce, increase, or cancel their sessions. Increasing your booking is subject to availability.

Childcare Vouchers

Our school accepts childcare vouchers. Please contact us to ask about the vouchers we accept. If your employer has a different voucher scheme, please contact the Nursery Funding Administrator kelly.boston@oreston.com to discuss your requirements.

We open the Nursery all year round (excluding the Christmas break) so you can spread the 570 hour or 1140 hour entitlement across the year.

Visiting

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. If you would like to visit, you should contact the school to make an appointment.

Once your child has been allocated a place at the nursery we make contact to offer settling sessions and a home visit if required.

Early Years Universal Funding (15/30 hours)

Eligibility 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 olds		
Birthday on or after	And on or before	Funding starts
1 st Sept	31 st December	Spring (after Christmas)
1 st Jan	31 st March	Summer (after Easter)
1 st April	31 st Aug	Autumn (after Summer)

Moving on to Foundation in School

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 Foundation 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. If you have any queries about moving on from Nursery to Foundation at any school, please contact our Admissions Officer or the Local Authority Admissions Team.

All children must formally apply for a place in a Foundation class in any state-funded school or academy. That includes children at our Nursery who wish to attend our Foundation class. While there is priority for admission for Nursery children, this is not a guarantee of a place. You must apply through the Local Authority where your child lives. For information about this process, please contact our Admissions Officer or Plymouth Admissions.

Nursery Admissions Number

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 this number. If there is unexpectedly high demand and we believe we could admit more children, we will do so. 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.

Oversubscription Criteria

Only where the number of applications exceeds the number of places available, the school will use the following oversubscription criteria to prioritise applications:

1. 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.
2. A child who will be starting at Oreston Community Academy in Foundation in the September of the next academic year.
3. A child with an Education, Health and Care Plan naming this Nursery will be admitted.
4. Children who live in our designated area who have a sibling on roll at the Nursery or in the main school.
5. All other children who live in the designated area.
6. Children who live outside of the designated area with a sibling on roll at the Nursery or in the main school.
7. Children whose parent is a member of staff employed for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
8. Other children.

Admissions appeals

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

Claiming the Early Years Education Funding

The Early Years Education Funding can be taken at more than one provider, but only on a maximum of two sites in one day. Careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

It is important that both the school and parent can see what time is funded and what time is being bought. Parents must not claim more than the 15-hour/30-hour entitlement, checks are carried out to ensure that over claims are not made.

Changes to attendance and increasing the hours attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to children on the waiting list. If the parents on the waiting list do not want the places at 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.

Changes to the times when a child is attending will generally only be agreed to take effect from the start of the academic year. 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) Requests by parents whose children attend the Nursery and they want to increase OR change the times their child attends
- 2) New applications from parents whose children do not yet attend the Nursery.

It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school. If a child is sick, the parent must inform the school. If a child does not attend the Nursery for a period of more than two weeks without informing the school, that child's place may be offered to another child.

Contacts and further information

Responsible Person: Headteacher, Admissions Officer and Admissions Committee.

Oreston Community Academy Nursery

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01752 402050 (main school) 01752 407970 (Nursery)

Parent Partnership Service parentpartnership@plymouth.gov.uk

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Inclusion, Attendance and Welfare Service

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