



**Oreston Community Academy**

**Nursery Admissions Policy**

**Date Reviewed by the Governing Body: Spring 2022**

**Next Review date: Spring 2025**

## **Nursery Admissions Policy**

This policy will be used to determine admissions to the Nursery at Oreston Community Academy. This policy is meant to complement the policy for admissions to the main school from Foundation to Year 6.

### **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 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.

### **Early Years Education Funding for 3 and 4 Year Olds**

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.

We expect to admit children that will be using their Early Years Education Funding and those that are buying hours. There may be some children who are only attending for funded hours and some that only attend for a combination of funded and bought hours. The minimum amount of funded time in a day is 3 hours and the maximum is 9 hours.

### **Admissions to the Nursery**

We admit:

- Funded three and four year olds from the start of term following their third birthday, providing the school has space.

Any child may attend for bought sessions or hours in addition to these funded hours if space allows.

### **Patterns of Attendance Available**

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

<b>Block A</b> 15 hours <input type="checkbox"/>	<b>Block B</b> 15 hours <input type="checkbox"/>	<b>Block C</b> 30 hours <input type="checkbox"/>
Monday and Tuesday 9am – 3pm (9am-12pm + 12pm-3pm) Wednesday mornings 9am-12pm	Wednesday afternoons 12pm-3pm  Thursday and Friday 9am – 3pm (9am-12pm + 12pm-3pm)	30 Hours Funding  Monday – Friday 9am-3pm (9am-12pm + 12pm-3pm)
I will require a full day on Wednesday	Yes / No	

### **Other options:**

At least block A or Block B with the option of extending sessions if space allows.

**You are able to split your 30 hours funding across different setting including at our Lighthouse Club.**

**Lighthouse Club can provide breakfast and supervision between 08.30am-9.00am for a daily charge of £2 if needed, or using 30 minutes of funding.**

**Lighthouse Club can provide afterschool supervision and a snack between 3pm-3.30pm for a daily charge of £2 if needed, or using 30 minutes of funding.**

## **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. Please contact the school for details of current charges.

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 and must be paid for in advance. For further information, please contact the school.

## **Funded Places**

To apply for 30 hours funding for the first time, there is a deadline for Plymouth City Council:

31<sup>st</sup> August – for a September start (autumn term)

31<sup>st</sup> December – for a January start (spring term)

31<sup>st</sup> March – for an April start (summer term)

If the deadlines above are missed, Plymouth City Council will not accept your code for that entire term. This code needs to be renewed every three months and it is the parents or carers responsibility to do this with HMRC. Further information can be found:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) Tel: 03001234097

## **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 come to the school office 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.

We offer stay and play taster sessions that can be attended before applications are made for a place. Children start at the Nursery at the start of the term. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular toddler group;
- a parent has expressed an interest at any time in the school;
- or the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school will not 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.

### **How to Apply for a Nursery Place**

Parents must complete the Nursery Admissions Application Form below and return it to the school.

The closing dates for applications for the Nursery intake are: 1<sup>st</sup> April for a September start, 15<sup>th</sup> September for a January start and 15<sup>th</sup> January for an April start. 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.

### **Information provided in an application**

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 and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform us as this may affect your application. You will be asked to provide evidence of your child's date of birth so we can check your child's age.

### **What happens next**

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 we prioritise applications according to the oversubscription criteria below.

By 1<sup>st</sup> May, 31<sup>st</sup> October and 15<sup>th</sup> February we will contact successful parents to welcome them to the Nursery 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. If you need help finding a place at another provider, please contact Plymouth City Council.

### **Points of Admission to Nursery**

Generally, children will start at Nursery at the beginning of a term. 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.

<b>Children who are eligible 3 years olds</b>		
<b>On or after</b>	<b>And on or before</b>	<b>Funding starts:</b>
1 <sup>st</sup> September	31 <sup>st</sup> December	Spring (after Christmas)
1 <sup>st</sup> January	31 <sup>st</sup> March	Summer (after Easter)
1 <sup>st</sup> April	31 <sup>st</sup> August	Autumn (after Summer)

**If the Nursery becomes full in either the Autumn or Spring Term, then there will be no further admissions for the remainder of the school year. Parents will be informed in September or January.**

### **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.

### **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 January & on or before 31 March
<b>2) Visit the Nursery in:</b>	Spring term	Summer term	Autumn term
<b>3) Apply by:</b>	1 <sup>st</sup> April	15 <sup>th</sup> September	15 <sup>th</sup> January
<b>4) Admissions panel meet in</b>	April	September	January
<b>5) Receive a letter about your application before:</b>	1 <sup>st</sup> May	31 <sup>st</sup> October	15 <sup>th</sup> February
<b>6) Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place with the completed paperwork (or ask why you did not get a place). You can telephone, email or write to the school. Offered places may be withdrawn if the 2 week deadline is not met so that it can be offered to another child where needed.		
<b>7) Start at Nursery (or at the start of term closest to that month)</b>	September Autumn Term	January Spring term	April Summer term

**If the Nursery becomes full in either the Autumn or Spring Term, then there will be no further admissions for the remainder of the school year.**

### **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.

The table below sets out our Nursery Admissions Number:

<b>The maximum number of 3 and 4 year old that will be admitted at any one time is:</b>	34 - Monday, Tuesday, Thursday, Friday - 42 - Wednesday
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### **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.**

### **Tie-breaker**

If it is necessary to prioritise an application within any category, we will use the distance from home to Nursery, as measured by the shortest walking route. The closer the child's home, the higher the priority.

We measure using an electronic mapping system which can be viewed below and at

[www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps). If this is insufficient, we will use a random number generator to draw lots. This will be conducted by a person independent of the academy.

### **Waiting lists**

Following allocation of Nursery 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.

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 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.

Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete an **Expression of Interest** form and told when they should submit the **Nursery Admissions Application Form** below.

### **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.

### **Transport**

No transport is available for pre-school children. If you have any queries regarding this, you can discuss this with the Local Authority where your child lives – in most cases this will be Plymouth City Council.

### **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 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.

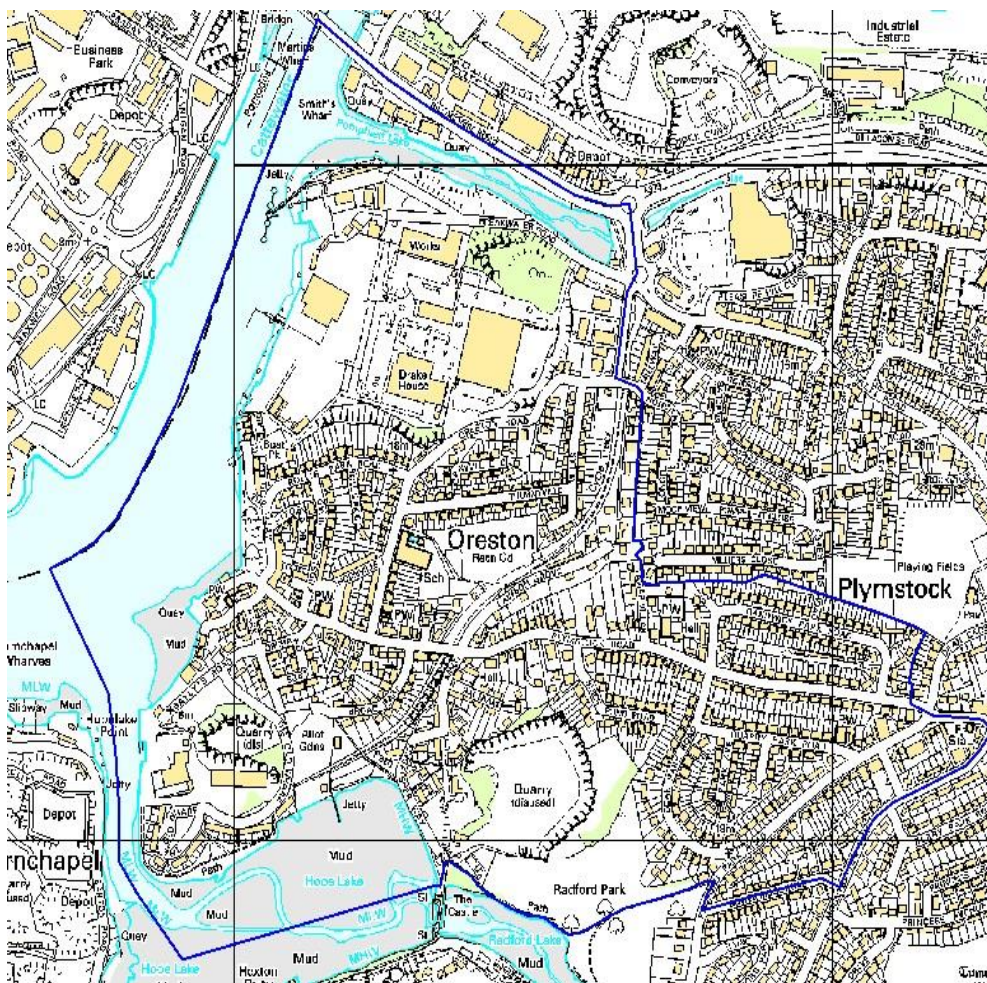
Changes to the times when a child is attending will generally only be agreed to take effect from the start of the academic year. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration 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.

## **Catchment or Designated area**

Our designated area is in the centre of the map, bounded by a blue line. We welcome admissions applications for children living inside and outside our designated area:



## **Contacts and further information**

Responsible Person: Headteacher, Admissions Officer and Admissions Committee.

Oreston Community Academy Nursery

Oreston Road

Plymstock

Plymouth

PL9 7JY

01752 402050 (main school) 01752 407970 (Nursery)

**Parent Partnership Service** [parentpartnership@plymouth.gov.uk](mailto:parentpartnership@plymouth.gov.uk)

[www.plymouthparentpartnership.org.uk](http://www.plymouthparentpartnership.org.uk)

**Inclusion, Attendance and Welfare Service**

01752 307405

[www.plymouth.gov.uk/educationwelfare](http://www.plymouth.gov.uk/educationwelfare)

Glossary and definitions

Children formerly Looked After	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.
Distance measurement	We receive support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system. Our measurements for oversubscription priority purposes are made using the shortest walking route.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. Any child whose Education, Health and Care Plan names this school will be the highest priority for a Nursery place.
Home Address	<p>Where we ask for evidence of the address from which a child would attend Nursery, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can't provide this evidence should contact us. We don't intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.</p> <p>We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.</p>
Member of staff	This will be any salaried person employed by the Academy Trust. Evidence of this will be provided using our Nursery Admissions Application Form.
Overseas children	We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non EU nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless they can provide a valid visa allowing entry into the country.
Oversubscription criteria	Where the number of applications exceeds the number of places available we will use our oversubscription criteria to prioritise applications.



Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian and this can be one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Sibling	This will be any child living in the same household as part of a single family unit. It will also include a full, adopted or half brother or sister living at a different address. To qualify as a sibling, a child must be on roll in the Nursery or on roll in Foundation to Year 6.
Tie breaker	<p>To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of the distance between home and Nursery by <b>walking route</b> from the front entrance of the property to the front entrance on Oreston Road. Only bridleways, footpaths and roads are regarded as acceptable for this purpose. The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. We measure using an electronic mapping system which can be viewed at <a href="http://devon.cc/schoolareamaps">devon.cc/schoolareamaps</a> Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the Nursery.</p> <p>If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the Nursery by the operation of an electronic list randomiser.</p>
Uniform	Children attending our Nursery are not expected to wear a uniform; however dark blue polo shirts with the school logo are available for parents of Nursery children to purchase if desired. School book bags are also available for Nursery children. Some of the items required can be purchased from us and the rest from most retail outlets. We operate a scheme to assist families in need.



**Oreston Community Academy Nursery  
Admissions Application Form September 2022**

Please complete this form if you would like your child to attend Oreston Community Academy Nursery during 2022-23. You should return the form as soon as possible to:

The Nursery Admissions Officer  
Oreston Community Academy  
Oreston Road  
Oreston  
Plymstock  
Plymouth  
PL9 7JY  
[admin@oreston.com](mailto:admin@oreston.com)

\* please delete as appropriate

Full Name of child:		
Date of birth:	___ / ___ / ___	Male / Female*
Home address ( <i>this must be the address where your child is normally resident. Evidence of address may be required</i> )		
		Post code:
Does this child have a brother or sister attending the Academy?  Yes / No*	If Yes, please give details of the name and date of birth	
When would you like this child to be admitted?	___ / ___ / ___	
Reasons for your application: ( <i>This may help us to meet any special needs your child may have. Your reasons will not influence the decision whether or not a place can be made available</i> )		
Please indicate how you would like your child to attend. ( <i>You have an entitlement to 15 hours of pre-school provision without charge</i> ) Indicate if you would prefer Block A, B or 30 hours:		
Your name: Mr / Mrs / Ms / Miss / Dr / other*	Relation to the child:	
Your address ( <i>if different to the child's address</i> )		
		Post code:
Daytime telephone number		
Your email address		

Do you have parental responsibility for the child? <i>(If you do not have parental responsibility, you cannot apply for admission)</i>	
Yes / No*	
Is there another person or body who may legally object to this application?	If Yes, please give details:
Yes / No*	
Is there a court order in relation to this child?	If Yes, please give details:
Yes / No*	

Please confirm the sessions you would prefer by ticking the appropriate box:

Block A 15 hours <input type="checkbox"/>	Block B 15 hours <input type="checkbox"/>	Block C 30 hours <input type="checkbox"/>
<p><b>Monday and Tuesday 9am-3pm</b></p> <p><b>Wednesday Mornings 9am-12pm</b></p> <p>Sessions times: 9am-12pm + 12pm-3pm</p>	<p><b>Wednesday afternoons 12pm-3pm</b></p> <p><b>Thursday and Friday 9am-3pm</b></p> <p>Sessions times: 9am-12pm + 12pm-3pm</p>	<p><b>Monday – Friday 9am-3pm</b></p> <p>Sessions times: 9am-12pm + 12pm-3pm</p>
I will require a full day on Wednesday	Yes / No	

**Other options:**

At least block A or Block B with the option of extending sessions if space allows.

**You are able to split your 30 hours funding across different setting including at our Lighthouse Club.**

**Lighthouse Club can provide breakfast and supervision between 08.30am-9.00am for a daily charge of £2 if needed, or using 30 minutes of funding.**

**Lighthouse Club can provide afterschool supervision and a snack between 3pm-3.30pm for a daily charge of £2 if needed, or using 30 minutes of funding.**

**I confirm that the details in this application are accurate. I understand that if this application is unsuccessful, I may approach Plymouth City Council to seek an alternative school place.**

Signature:	Date: _____ / _____ / _____
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Data Protection

The Information collected on this form will be processed and stored electronically by Oreston Community Academy in compliance with the UK Data Protection Act. The Data will be shared with agents of the academy where this is necessary to process the application on behalf of the academy and may be shared with Plymouth City Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. Should the information given be found to be fraudulent then the offer of a Nursery place can be withdrawn. If you would like further information about Data Protection please contact the Academy. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.