



## Nursery Admissions Policy

### Introduction

At Coleridge Primary School, we are committed to providing a fair and open admissions system to our Nursery. We are an inclusive school and are proud of the work we do to support all children. As we experience very high demand for places, both paid and funded, we operate strict admission criteria. Details of the types of places we offer and the current fees are attached.

We have one admissions intake in September. Applications should be submitted by Friday 9<sup>th</sup> February 2024. If vacancies arise during the year, we will fill them in accordance with the admissions criteria. We offer daily places in the Nursery during term-time only (38 weeks a year).

### Admissions criteria

If we receive more applications than spaces available in the Nursery, we apply the following criteria:

- a.** Children with Education, Health and Care Plans (EHCPs) which name the school, will be admitted in accordance with Section 324 of the Education Act (1996).
- b.** Looked-after children or children who, previously looked-after, became subject to an adoption, residence, or special guardianship order.
  - Looked-after children means children who are in care of the Local Authority (LA) in accordance with Section 22 Children Act (1989).
- c.** Children who the LA accepts have an exceptional medical or social need for a place at a specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only setting that can meet the defined needs of the child.
- d.** Siblings: children with a brother or sister on roll at the school in September 2023. These include foster brothers and sisters, half-brothers and half-sisters and stepbrothers and stepsisters who are living at the same address as the applicant.
  - In the case of a child who is in shared custody we will use the address where the child is normally resident from Monday to Friday.
- e.** Children living closest to the school: distance is measured in a straight line from the entrance to the school nursery building.
  - In the case of a child in shared custody we will use the address where the child is normally resident from Monday to Friday.

Should a vacancy become available during the year we will consider children who have had their third birthday and who, we feel, are of an appropriate stage of development. These children can start the term after their 3<sup>rd</sup> birthday.

## **Nursery provision**

All three and four year old children are entitled to 15 hours of free nursery education from the term after their third birthday: for admission in September 2024 this will be children with birth dates between 1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021.

The 15 hours free entitlement is usually taken every morning (9am to 12 noon). In some cases, we offer afternoon sessions (12 noon to 3pm).

From September 2017, eligible parents have been able to claim the Government's 30 hours Free Early Education Entitlement at the school. This covers daily places from 9am to 3pm. To be eligible, both parents (or the sole parent in a single parent family) must be working and each earning:

- a minimum of the equivalent of 16 hours per week at the national minimum wage;
- a maximum of £100,000 per year.

For full details please see:

[www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)

For those not eligible for the Government funded 30-hour scheme, we offer afternoon sessions (12 noon to 3pm), which are charged at £30/session, on top of the entitled 15 hour morning sessions.

We are also able to offer 16 Extended Day places per day, which take place on Mondays to Fridays, from 3pm to 6pm. These are charged at £25/session.

## **Appeals**

Parents of children who were not offered places in the Nursery and who believe that this admissions policy has not been applied correctly are entitled to appeal the decision. Submissions should be made, in writing, to the Headteacher at Coleridge Primary School setting out the reasons why the child should have been admitted, before Friday 19<sup>th</sup> April 2024. The Headteacher will consider the case and will normally respond in writing within 10 working days.

Parents still dissatisfied may email the Chair of Governors ([chair@coleridgeprimary.net](mailto:chair@coleridgeprimary.net)), within 10 working days of the response from the Headteacher, to ask for a referral to the Governing Body Appeals Panel. The Appeals Panel consists of 3 governors who will have had no previous involvement in the admissions process. They will consider the appeal and respond in writing within 10 working days of making their decision. The decision of the Governors' Appeal Panel is final.

### **Key dates for 2024**

Friday 9 <sup>th</sup> February 2024	Deadline for applications to be submitted
Monday 25 <sup>th</sup> March, 2024	Acknowledgement of application
Friday 22 <sup>nd</sup> March 2024	Offer letters sent out

### **Monitoring and review**

This policy will be monitored by the CCRC committee and will be reviewed annually.

**Review date:** September 2024

Note. To apply for a Nursery place, please complete and submit an Admissions Form and a Supplementary Information. These can be found on the School's website in the Admissions section.