

LITTLE FISHES NURSERY

ST NICOLAS & ST MARY CE VOLUNTARY AIDED PRIMARY SCHOOL

Admissions and Oversubscription Policy and Procedures 2019/20 – Updated 25/03/19

Admissions Authority

The Governing Body, as the admissions authority, responsible for all admissions to the nursery. The admissions criteria are reviewed annually.

Nursery places are limited so that the school can ensure a suitable adult : child ratio is maintained, taking into account the size of accommodation, government regulations and best practice.

The Governors' policy is to admit children, one of whose parents fulfil the admission criteria shown overleaf, with priority being given in the order shown numbered 1 to 7.

Definitions

- **Parent** – the term 'parent' includes legal guardian.
- **Siblings / Step brother/sister** – a sibling is a full, half or step brother or sister, adoptive or foster brother or sister, permanently living in the same household.
- **'Children Looked After'** –
 - **'Children Looked After'** are children who are in the care of the local authority (LA) as defined by section 22(1) of the Children's Act 1989.
 - **Previously looked after children'** means children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Age for Admission

Little Fishes Nursery is open to pre-school children who are 3 or 4 years old and 2 year olds approaching their third birthday i.e. children will be able to start in Little Fishes Nursery during the term in which they turn three years of age, please see the table below. We will accept up to a maximum of 8 children aged 2 years old for each session.

If child is born between:	They can start in:
1 September 2016 and 31 December 2016	September 2019
1 January 2017 and 31 March 2017	January 2020
1 April 2017 and 31 August 2017	April 2020

Free Childcare

2 year olds

Forty percent of 2 year olds are eligible for free entitlement. To qualify, the child must be of eligible age, and the family in receipt of one or more of the following income-based benefits:

- Income Support.
- Guaranteed element of State Pension Credit
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part 6 of the Immigration and Asylum Act
- Universal Credit (if you and your partner have a combined income from work of less than £15,400 a year after tax)
- Tax Credits (and you have an annual gross household income of no more than £16,190 before tax)
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).

Or the child meets one of the following non income based criteria:

- they are a looked after by a local council.

- they have left care under a special guardianship order, child arrangements order or adoption order
- they have a current statement of special educational needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance

3 and 4 year olds Universal Free Entitlement

All 3 to 4-year-olds in England are entitled to 15 hours free childcare each week for 38 weeks of the year (5 sessions of 3 hours' length). You can start claiming free childcare once your child turns 3. The date you can claim will depend on their date of birth:

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	The beginning of the September Term following their third birthday until statutory school age
1 September and 31 December	The beginning of the January Term following their third birthday until statutory school age
1 January and 31 March	The beginning of the April Term following their third birthday until statutory school age

3 and 4 year olds Extended Free Entitlement

Many working parents of 3 to 4 year olds will be eligible for 30 hours of free childcare for 38 weeks of the year (10 sessions of 3 hours' length). Eligibility rules for the additional 15 hours are as follows:

- You (and your partner, if you have one) are in work – or getting parental leave, sick leave or annual leave.
- Each is earning at least the National Minimum Wage or Living Wage for 16 hours a week.
- This earnings limit does not apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child does not usually live with you
- the child is your foster child
- either you or your partner has a taxable income over £100,000
- you're from outside the EEA and your UK residence card says you cannot access public funds

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

If you cannot work you may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

Cost of sessions

For those children who do not receive funding, the cost of sessions is currently £15.50 per session; session cost may increase for 2019/20. Fees are payable in advance and the school reserves the right to withdraw sessions if fees are not paid. An invoice will be sent to you on a termly basis if one of the following circumstances apply:

- If your child is eligible for free childcare, and you wish to have more than your free entitlement, we will invoice you for the additional sessions.
- If your child is not yet eligible for free childcare we will invoice you per session attended.

Start Dates

Children can start at the beginning of the Autumn, Spring or Summer terms subject to availability.

Session times

The nursery sessions operate from Monday to Friday 8.50am to 11.50am and from 12.00pm to 3.00pm. If your child attends both morning and afternoon sessions on the same day the two sessions will run continuously from 8.50am to 3.00pm. Please also see the information below about our Little Octopus and Little Starfish Clubs.

Number of sessions

We require children to apply for a minimum of 5 sessions per week to ensure that sufficient time is available to assess each child's progress and to plan effectively for their development.

Registration fee

We charge a non-refundable registration fee of £20 per child to cover initial administration costs.

Applications

Nursery tours are available for prospective parents please contact the school office to arrange. The nursery prospectus can be found on the website: www.stnicolasmary.wsussex.sch.uk. Parents who would like their child to attend Little Fishes Nursery should complete the application form, indicating their preferred sessions, and return it to the office by the application deadlines shown below along with the registration fee.

<u>Application Deadline</u>	<u>Start Date</u>	<u>Notification Date</u>
28 th February	for a September start	15 th March
	for a January and April Start	30 th April

The school will advise you of the sessions your child has been offered, by letter, by the notification date. We will endeavour to meet your session preferences but regret that this will not always be possible. Please complete and return the reply slip by the deadline indicated to secure your child's sessions. If we are unable to offer your child a place we will advise you by the notification date and put your child's name on the waiting list.

Applications received after each deadline will be added to the waiting list.

Admissions and Oversubscription Criteria

In the event of oversubscription, places are allocated according to our oversubscription criteria.

1. Children who already attend the nursery who wish to increase or change their sessions.
2. Children who wish to start at the nursery in September 2019 and are due to start school in September 2020.
3. Children who wish to start at the nursery in January 2020 and are due to start school in September 2020.
4. Children who wish to start at the nursery in April 2020 and are due to start school in September 2020.
5. Children who wish to start at the nursery in September 2019 and are due to start school in September 2021.
6. Children who wish to start at the nursery in January 2020 and are due to start school in September 2021.
7. Children who wish to start at the nursery in April 2020 and are due to start school in September 2021.

Oversubscription in any of the categories (in the order above) will be settled by applying the following sub-categories. Within each sub category, applications will be dealt with according to the date that the application was received.

- a) Children Looked After and/or children who have a statement of Special Educational Needs and Disability which names Little Fishes Nursery or St Nicolas and St Mary Primary School, and who reside within Shoreham or Southwick.
- b) Children who have a parent who is supportive of the Christian ethos of the school and will have a sibling attending the Nursery/Primary School at the time of admission.
- c) Children who reside within Shoreham or Southwick.
- d) Any other children.

Appeals

Appeals will not be available for nursery places.

Waiting List

Applications for children who are on the waiting list will be considered according to the date that the application was received.

Increasing/Changing sessions

You can apply to increase/change your child's sessions once your child has started at the nursery. Sessions can be changed on a termly basis subject to availability. Parents should make a request in writing e.g. by email, by the application deadlines given above. However, please note that there is no guarantee that we will be able to increase or change the number of sessions for your child.

Leaving the nursery

We require at least 28 days prior written notice if you are withdrawing your child from the nursery. The nursery will accept a shorter notice period if the 28 days' notice would extend past the last day of the Autumn, Spring or Summer terms.

Little Octopus and Little Starfish Clubs

Children who have turned 3 will be able to join our Little Octopus Club from 8.00am in the morning until the start of the morning nursery session at 8.50am and our Little Starfish Club from the end of the afternoon session at

3.00pm in the afternoon until 5.30pm. The charge is currently £5.00 per session for Little Octopus Club and £11.50 per session for Little Starfish Club. Charges may be increased for 2019/20. More information about the Little Octopus and Little Starfish Clubs, including days of operation, can be found on our website. To ensure the smooth running of Little Octopus and Little Starfish clubs, we will only be able to accept children for a full term at a time, rather than ad hoc bookings, and advance payment will be required to secure a place.

Applying to join the school for the reception year

In accordance with admission regulations and guidance, parents should note that:

- Admissions to Little Fishes Nursery does not allow for automatic admission to St Nicolas & St Mary CE Voluntary Aided Primary School
- Parents of children who attend Little Fishes Nursery must still apply to join the reception year of St Nicolas & St Mary in the same way as parents who do not have children attending Little Fishes Nursery.
- No preference will be given to children who attend Little Fishes Nursery.
- There is a separate admissions policy with different criteria for school admissions, which can be obtained from the school website.
- Parents and carers are reminded that:
 - ❖ Help is available to fill in admission forms – please ask!
 - ❖ Advice can be given on all aspects of admissions – please ask!
 - ❖ Parents with children in the school must not assume younger siblings will automatically gain a place.

The school is oversubscribed and parents and carers are advised to look carefully at the admissions policy and seek advice to ensure that forms are correctly and fully completed.