

**Annual Admissions Arrangements  
2014/2015**



**Coordinated Scheme for Admission to Community Nursery  
Classes  
For entry to schools in 2014-2015**

DRAFT

## NURSERY CLASS ADMISSIONS 2014/15

- **Introduction**

The LA is responsible for setting the arrangements for admissions to nursery classes in community and voluntary controlled schools. The responsibility of administering this policy is delegated to the relevant school.

The governing body of an aided school with a nursery class is responsible for setting the policy and administering the admission of children to its nursery. Governing bodies of aided schools are required to consult on their admissions arrangements annually within a timetable set out in legislation.

- **General Requirements**

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

The entitlement must be offered within part of the National Framework for Delivery and cannot be accessed in stand-alone blocks of less than 2 ½ hours or more than 10 hours in one day. Where the entitlement is accessed over 2 days only the maximum hours accessed is 12 ½ hours.

Parents may choose to take up as much or as little of this entitlement as they wish. If the chosen setting does not offer the full entitlement of 38 weeks per year, Bracknell Forest Council will not fund the extra weeks at an alternative setting.

Parents using a provider who is open for less than the 38 weeks are forfeiting the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

It is generally regarded as good early year's practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

Parents will be asked to express a preference for hours of attendance and where flexibility is offered the school will do its best to meet the preference. However, prior to completing the application form, parents are advised to speak to the nurseries they are interested in to ensure that the nursery offers hours of attendance that meet their needs. A nursery is not required to change the hours it offers to suit the needs of parents. However, the Local Authority will monitor working parent demand for flexible hours and will negotiate with nurseries for a change in hours where appropriate.

- **Inclusion**

Bracknell Forest council has an inclusive education policy and children will not be discriminated against. This includes reasons such as developmental delay eg a

child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.

- **Admission Number**

An admission number is set taking into consideration the staffing levels and physical limitation of the space available at the nursery class. The admission number will be set by the local authority.

- **Applications**

The minimum age of admission will be three years. Children will be able to start the term after their third birthday and remain there until of statutory school age. The timetable for admission must be published by each school.

If the child is born on or between	Applications to be made to setting by:	They are eligible for a free part-time place in the term following their third birthday
1 September and 31 Dec	31 May	Spring Term (January)
1 January and 31 March	31 October	Summer Term (April)
1 April and 31 August	28 February	Autumn Term (September)

The above table indicates the time scales for parents making applications to schools for a part-time place in the term following their third birthday.

- **Appeals**

Parents do not have a statutory right of appeal to an independent panel in relation to nursery admissions. It is therefore essential that all admissions decisions can be justified by reference to published admissions arrangements that are adhered to in all cases and by all schools.

- **Admissions Policy**

Places will be offered in accordance with the published admissions criteria. Parents should ensure that they have read the admissions policy and have completed the correct application form.

Schools will publish this policy in advance in line with the timetable so that parents will be able to clearly see when they should apply for their child's entry to a nursery class. They should be published on the schools website and displayed within the school and made available to parents on request.

- Common Application form - each parent will be required to fill in a common application form for nursery class admission.
- Criteria for admissions - if there are more applications than there are places available then all applications will be put into rank order. The order that they are put into is determined by the admissions criteria as set out below. The criteria have been kept as simple as possible so as to comply with the requirement to be clear, fair and objective.

Children with a Statement of Special Educational Needs that names the school must be admitted to that school.

After this requirement has been satisfied the following rules will apply;

- A. Looked After Children<sup>1</sup>(Any request for the allocation of a place for a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 of The Children Act 1989).As well as children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a residence order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after.
- B. Children who will have an older brother or sister in the nursery at the time of the applicant's admission. These siblings include children living as siblings in the same family unit and at the same address as the child and for whom the applicant has parental responsibility.
- C. oldest children first (date of birth order);

If there are insufficient places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admissions criteria, using a combination of higher criteria. After this, if there are still insufficient places, and no distinction can be made between the applicants, a final decision will be made on the radial distance between the home and the school. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. These distances will be supplied to the school by the local authority on request.

- **Reception Classes**

Admission to a nursery class attached to a school does **not** guarantee admission to the reception class of that school. Parents will be expected to apply for admission to the main school separately at the published time. Attendance in a nursery class will **not** be taken into account when the parent applies for entry to school.

- **Registration Forms**

Once a child has been offered a place in a nursery class the parent will have to accept or decline the offer within a specific timeframe. Once an offer has been accepted, and before the child starts at the nursery, the parent will be required to complete a registration form which will include such information as emergency contact details etc.

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<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>2</sup> Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>3</sup> Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>4</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).