

**Policy for Admission  
To  
Local Authority  
Nursery Classes and Attached  
Nursery schools**

**For admissions from September 2017  
onwards**



**OXFORDSHIRE  
COUNTY COUNCIL**

## **Introduction**

There is a countywide admissions policy for community and voluntary controlled nursery schools and classes. This policy was determined by the County Council in 1997 and is administered by schools. This has ensured that admissions are based on common principles. Schools which are their **Own Admission Authority** are not legally obliged, but may choose, to adopt and follow this policy with suitable amendments. There is a separate admissions policy for Freestanding Nursery Schools.

When new children join the nursery class or school **it is important that parents are made aware that the process of applying for place at a primary school for the reception year is separate to that of applying for a place in a nursery class or school.** Parents whose children attend the nursery school or class, particularly from outside the designated area of the primary school, should be reminded that their child is **not guaranteed** a place at the school when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five). They must apply following the normal [County Council school admissions procedures](#).

Schools offer children a full time reception place for the whole of the academic year in which the child becomes 5. Schools will need to consider this carefully in planning the organisation of the foundation stage, both for admissions to their nursery, and for children who defer entry to reception.

## **Terminology**

**Reception** - the year children become 5

**Year** – refers to the academic year (September to August)

**Own Admission Authority** – e.g. Voluntary Aided, Academy, Studio, Free and Foundation Trust Schools

**Looked After** – A 'looked after child' is a child who is (a) in the care of a local authority or (b) being provided accommodation by a local authority on the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making the application to the school.

**Previously Looked After** - The term "previously looked after children" refers to children who were looked after but ceased to be so because they were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2001 (see section 46 adoption orders), or became subject to a child arrangements order<sup>1</sup> or special guardianship order<sup>2</sup>.

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<sup>1</sup> Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders

<sup>2</sup> Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Siblings/Brother or Sister** - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister who will be resident at the same address at the time of entry.

**Published Admission Number** – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council's Pupil Place Plan.

**Universal Entitlement** – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3<sup>rd</sup> birthday

**Extended Entitlement** – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

**Grace period** – when a child's eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

**Early Education for eligible children aged 2** - A targeted offer of 570 hours per year for the most vulnerable 2 year old children, from the term after their 2<sup>nd</sup> birthday, with the aim of reducing the pre-school educational gap that can start to occur from this age. For further information please see: <https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0>)

## **Eligibility Terms**

**Universal Early Education Funding entitlement starts from the term after the child's 3<sup>rd</sup> birthday**

Autumn Term: September 1<sup>st</sup>-December 31<sup>st</sup>

Spring Term: January 1<sup>st</sup>-March 31<sup>st</sup>

Summer Term: April 1<sup>st</sup>-August 31<sup>st</sup>

## **30 Hours Extended Childcare Entitlement**

From September 2017, families meeting certain eligibility criteria will be legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at [www.childcare-support.tax.service.gov.uk/par/app/overview](http://www.childcare-support.tax.service.gov.uk/par/app/overview)

The government will host an **eligibility checker** service to determine whether families qualify for the extended entitlement.

Parents cannot insist on accessing their child's extended entitlement at any particular provision. Schools must decide whether they will offer only 15 hour nursery places or whether they are able to include some extended entitlement places. Schools should make clear to parents what options are available in regard to either the universal or extended entitlement.

In deciding on the school's offer, they should consider that children may become ineligible for the extended entitlement. Where this happens there is a grace period during which the child may still attend free of charge. When the grace period expires,

the place should revert to a universal 15 hour place unless the parent/carer agrees to pay for the extended hours. Schools collecting payments for unfunded hours should ensure that those hours are not returned on the schools census.

### **Funded 2 Year Olds as part of the School Nursery Roll**

Primary Schools with nursery provision commonly have an age range of 3-11. If schools would like to admit 2 year olds onto the school nursery roll, there is a DfE process to follow, including consultation with relevant parties. Please see [DfE guidance on school organisation](#) for further information.

Schools which have extended their age range to 2 should only include funded 2 year olds on their nursery roll. They must determine whether places for funded 2s are capped, and publicise this to parents e.g. on the school website.

Because numbers of funded 2 year olds could fluctuate considerably, schools may decide to offer some 2 year old places to fee paying families. Non-funded children (in any age group) should not be placed on the school roll or be included on the schools census. They also do not count towards the Published Admission Number. Parents paying for a 2 year old place should therefore be advised that they will need to apply formally for a nursery place for the term after their 3<sup>rd</sup> birthday. Purchase of a childcare place does not give any certainty of being offered a school nursery place.

### **Allocating Places and Oversubscription**

Schools may find it helpful to set a cut-off date each term for applications to start nursery the following term. This helps with administration particularly when places are likely to be oversubscribed.

If oversubscribed, please allocate any places strictly in line with the criteria listed at point 16 of the policy. You may need to request home to school distance measuring, in which case please allow sufficient time for this to be done. Detail on how to request measuring from County Hall staff is on the Intranet at [Nursery to Home Distance Measuring](#).

Schools can also use the arrangements detailed under the measuring process note to check whether individual children qualify under point 16.5 – eligibility for a funded 2 place at the time of application. Eligible families should be able to provide you with a 'TYE reference number'. You may however wish to check and if so please mention you need this when you send your data across.

# POLICY FOR NURSERY ADMISSIONS IN OXFORDSHIRE

## (Nursery Classes and Attached Nursery Schools)

1. The County Council has devolved rather than delegated the administration of admissions to nursery classes and attached nursery schools. Therefore, in the event of a complaint the final responsibility and decision for admissions to voluntary controlled and community schools rests with the County Council.
2. **The designated area** (catchment) of each nursery class or attached nursery school should be set out clearly on a map and be available for parents to see on request. It should also be made available electronically. The catchment area for the nursery will usually be the same as for the primary school.
3. Schools must agree a **published admission number** for the nursery with the County Council before the start of the academic year. Published admission numbers will be stated in part time equivalent (pte) places. One pte place is 15 hours per week, term time only, or 570 hours a year if the place is delivered flexibly).
4. Schools must offer nursery places at least up to the published admission number. Where a school offers the extended entitlement within their nursery provision, a 30 hour place is deemed to represent 2 pte places.
5. Schools must not operate the nursery with empty places in any term if they have eligible children on the continued interest list.

The exception would be where a set limit within the published admission number has been advertised for places for funded 2s or 30 hours, and those places have been filled. A school would not then be required to admit e.g. an eligible funded 2 to an unfilled universal entitlement place.

6. The minimum **universal entitlement** to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday.
7. Places offered must always be for at least 15 funded hours a week or 570 hours a year.
8. Schools may also offer the **extended entitlement**, of 30 hours per week (term time only) or 1,140 hours per year if stretched throughout the year. This should be decided in advance of the academic year and publicised to parents/carers on the school website. Schools are not obliged to offer the extended entitlement.
9. **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.

10. Children are entitled to a place from the first day of term and offers of a place must always give this as an option even if the school offers 'staggered starts' to help children with the transition. Staggered starts should not be arranged over more than a week or two.
11. Parents will be notified that a place is available for their child no later than half a term in advance. Schools may set and advertise a termly deadline for considering applications for admission in the following term.
12. Schools may choose to allow parents to split their free entitlement with another provider but are not obliged to do so. Allowing splits will impact the school budget as unused hours can only be offered to another child if they make up at least a full universal (15 hour) place. Ideally children should access their universal entitlement in one setting.
13. Where a school does not permit split funding (e.g. offers set places of either 15 or 30 hours) they must make clear to parents/carers that the offer is set, represents their child's full universal/extended entitlement and that sessions taken elsewhere will have to be paid for. Schools are advised to include this on admissions forms and offer letters to avoid potential duplicate and rejected funding claims and unexpected bills for parents.

14. **Flexibility** Schools may offer their nursery places in a number of ways. These include half or full day sessions, extended sessions covering lunchtimes, or a stretched offer (fewer hours per week but including weeks during school holidays). Schools must make clear what their offer is.

Where the extended entitlement is available through hours in out of school clubs, or in partnership with other providers, school must make clear that the nursery place is the universal entitlement and the free 15 hours will therefore be guaranteed to continue if a child ceases to be eligible for the extended entitlement.

15. Schools should provide information on their website stating the opening times of the nursery provision and its educational aims and provision. This should also include the County Council's policy for allocating nursery places.
16. When more applications are received than there are places available, the following County Council criteria must be applied. These closely follow the admissions criteria for entry to County Council primary schools. Children with an Education Health and Care Plan naming the school will always be admitted. Headteachers should apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. **Other criteria (such as date of birth) cannot be used.**

16.1 Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application, and previously looked after children. The term "previously

looked after children” refers only to 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).

16.2 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.

16.3 Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:

- Those children who, at the time of entry, have a brother or sister attending the primary school to which the nursery is attached.
- Those children who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System.

16.4 Children who have taken up, or are eligible for, a funded 2 year old place at the time of application.

16.5 Children living outside the designated area who have a brother or sister attending either the nursery or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System.

16.6 Children who attend day care or a voluntary or private sector pre-school on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System.

16.7 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System

**Headteachers can seek advice and assistance from the Admissions & Transport Services Manager in applying these criteria.**

17. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child’s name on the school’s continued interest list.

18. Once a child is admitted to the nursery, the child is entitled to remain in a universal **part time** place in the nursery class or nursery school until the term after he/she becomes five\* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**

\*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September. See the Primary School admissions policy for more detail on deferring entry.

19. Where a family ceases to be eligible for the extended entitlement, the free place must return to the universal entitlement level when the grace period expires. Schools should draw attention, in writing, to the possibility of the place reverting to 15 hours when offering an extended entitlement place. **Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.**

20. Schools may allow the parent/carer to continue to access the extended hours on a fee paying basis but are not obliged to. Fee paid hours do not count towards a school's nursery PAN.

21. A universal entitlement place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

22. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school. For Aided schools or Academies the complaint should be directed to the Head of the school and then to the School Governors, as they have the ultimate decision regarding admissions to these schools.

23. There is no statutory right of appeal.

**Contact details**

**Admissions & Transport Services Manager**

**Tel: 07393 001242 [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)**

**Senior Officer (Early Years Organisation)**

**Tel 07733 001503 e-mail: [SchoolOrgPlan@oxfordshire.gov.uk](mailto:SchoolOrgPlan@oxfordshire.gov.uk)**

**(for initial advice regarding the application of this policy)**



**Template For Schools to Confirm their Nursery Offer** (note: schools have discretion on whether to use this to advertise their offer to parents)

**For the 2017/18 Academic Year** (amend AY as appropriate)

**(Insert Name of School)**

**The Published Admission Number for the Nursery** is \_\_\_\_ part time equivalent (pte) places

**The age range of the nursery** is 2-5/3-5 (*school to amend as appropriate*)

**Extended (30 hour) funded places** will/will not be offered.

**Where offered, the number of 30 hour places will be limited to** \_\_\_\_fte

**Where offered, funded places for 2 year olds will be limited to** \_\_\_\_ pte

**The school offers additional funded childcare provision:**

- Through Breakfast/After School/Holiday Club
- In Partnership with \_\_\_\_\_