



# Admissions Policy for all children

## Bedworth Heath Nursery School & Warwickshire Early Years Hub

<b>Date initial Policy Written</b>	<b>Policy Written: 2009</b>		
<b>Approved by Governors</b>	<b>August 2015</b>		
<b>Revision Due:</b>	<b>Date:</b>	<b>Head teacher</b>	<b>Chair of Governors</b>
March 2019	May 2019	<i>Nicci Burton</i>	<i>D Wainwright</i>
<b>Revision Due:</b>	<b>Date:</b>	<b>Head teacher</b>	<b>Governing Body Representative</b>
March 2021	March 2021	<i>N Burton</i>	<i>W Dodd</i>
<b>Revision Due:</b>	<b>Date:</b>	<b>Head teacher</b>	<b>Governing Body Representative</b>
March 2022	March 2022	<i>N Burton</i>	<i>J Vallis</i>
<b>Revision Due:</b>	<b>Date:</b>	<b>Head teacher</b>	<b>Governing Body Representative</b>
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March 2024	March 2024	<i>N Burton</i>	<i>J Vallis</i>

As a Local Authority Nursery School, our admission procedures reflect the ethos of the provision of high quality education and care, taking into consideration our commitment to our local community. Criteria for entry reflect the Warwickshire County Council Admissions Policy for Maintained Nursery Schools.

- We admit children into Daisy Nursery (2-3 year old provision) for 2Help funded, working parent entitlement funding and paid options. 2Help funded children are admitted the term after their 2<sup>nd</sup> birthday. Working parent entitlement funding are admitted the term after their 2<sup>nd</sup> birthday. All funded codes need to be valid following funding guidelines. Paid children can be admitted after their 2<sup>nd</sup> birthday. There are currently 12 AM and 12 PM session places available.
- We admit children into our Nursery School 3 and 4-year-old provision the term after their 3<sup>rd</sup> birthday. There are places for up to 110 children, (55 in the morning and 55 in the afternoon), term time only, this number may vary depending upon the uptake of 30-hour spaces.
- The Nursery School aims to be available for all children and particularly those children who meet the admission criteria. It will provide a mixture of 15 and 30 hour places in line with the Governments agenda for working families.
- Admission to a 30-hour place is dependent upon the School being confident that it can meet a child's physical, intellectual, social and emotional needs. Every child is different and there may be occasions when a 30-hour place is initiated but found to be detrimental to the child's needs which will always come first.
- The Governing Body reserve the right to adjust the balance between numbers of 15 hour and 30-hour places in any one year of entry based upon the need to also ensure the Nursery School is sustainable and remains financially viable for future generations of young children in our community.
- A 30-hour code must be presented and ratified by the Local Authority before the place is offered. Where working hours' change, Local Authority and DfE guidance will be applied regarding the grace period. It is the parent / carers responsibility to revalidate their 30 hours' code every 3 months.
- The Nursery School has some flexibility to increase, its pupil admission number with requisite space and staffing when the need arises and measured against clear criteria. We will always seek to provide sufficient spaces to ensure children in our local community can access the very highest quality early education.
- The School has Local Authority accreditation for its Inclusive practice and offers 'enhanced places' for children with additional needs. Where the School receives an admission request for a child with complex needs, the placement will be dependent upon the Schools ability to provide appropriate, high quality education and care within the context of the fabric of the buildings, availability of suitably trained staff and the current complement of the cohort.
- The Governing Body has the right to change the session pattern for each academic year. For the period September 2024 we will: admit children for 15 hours per week (in line with their free entitlement), which equates to 5 sessions of 3 hours either am or pm (am: 8.30 – 11.30 and pm 12.30 – 15.30) In September 2024 we will offer a limited number of 30 hour spaces (8.30am until 2.30pm daily) to accommodate the Governments 30 hour offer to working Parents/Carers. It is possible to pay to 'top-up' provision from 2.30pm – 3.30pm, if required.
- Wherever practical and possible to do so we will accommodate parental preference for a session time but cannot guarantee to do so. Our places are offered first to those who live nearest by travelling distance to school and or fulfil the WCC admission criteria consideration list. Decisions that relate to admission may be based upon confidential information that is personal to the child or family.
- You can apply for a Nursery place by completing our Application form which is found on our School's website [www.bedworthheathnurseryschool.com](http://www.bedworthheathnurseryschool.com) or you can telephone the Nursery school and we can email out details of the on-line link, or you can contact us by email request to the school office.

- Application for a place will be considered using the criteria below. We will endeavour to notify you with one terms notice before your child become eligible for entry whether a place is available and will make a provisional offer at that point.
- Parents and carers must reply/return the acceptance proforma within a required set date after receiving the offer of a place otherwise the school will assume the place is no longer required.

### **Admission Criteria.**

The school does not have a catchment area. If there are more applications than there are places, we will offer places in the following way: -

1. Children with a statement of special educational needs or an Education, Health and Care Plan that names the Nursery School.
2. Looked after children (children provided with accommodation under the Children Act 1989 Section 20 and Section 22).
3. Children already accessing the school within the Daisy Nursery (2 year old provision) and meet the criteria for Nursery School funding
4. A child with a Child Protection plan in place.
5. A 'vulnerable child' who has been supported with a Early Help Assessment (EH) or identified as a 'child in need' by the Social Care team.
6. A child known by the local authority to have additional educational needs where evidence from relevant professional(s) can demonstrate to the governing body that a nursery school place will benefit the child's educational development rather than any other provider.
7. A child with a serious ongoing medical condition as deemed in need of admission by a medical practitioner, social worker or partner professional.
8. A child who has accessed 2help provision or working parents entitlement funding.
9. Children living within the local area who have the shortest walking distance between home and school.
10. Children living the shortest travelling distance between home and school outside the local area, within Warwickshire.

*Distance will be calculated by straight-line measurement from the applicant's home address to the school in question. If the distance between two addresses is identical then the admissions team at the council will carry out further measurements.*

*Should vacancies be available after the start of the relevant term and there are more children eligible than places the same above criteria will be used to determine order of offer, should places still be available then the following can be applied: -*

11. Children living the shortest travelling distance between home and school, outside Warwickshire
12. Children of a younger age group firstly in order of birth date (children living in Warwickshire only). The term 'children of a younger age group' applies to children reaching the age of 3 after the September start date who may be considered for a **paid** Early Entry space.
13. Children who become three within the Autumn term prior to January admission, will be considered in accordance with our January Intake Admissions Policy that uses the same criteria in event of over subscription.
14. Children who become three within the Spring term prior to Easter admission, will be considered in accordance with our Easter Intake Admissions Policy that uses the same criteria in event of over subscription.

### **Note:**

- The criteria is applied to the child's address and not to the address of relatives and childminders. If a place is offered on the basis of an address, which is subsequently found to be different from the child's normal home address, that offer is likely to be withdrawn.
- Where a child lives with two parents at separate addresses, the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time at each address then the parents will need to nominate which of the two addresses they wish to be the child's main address for admission purposes.

- Twins or multiple births: where the final place in a year group is offered to one of twins or multiple births it is normally our policy to admit the others of the multiple births too. However, this will depend upon the capacity limits of the nursery. Where it is not possible to admit all the multiple births the parents/carers will be informed of the number of places, which can be offered, and they will nominate which children (if any) will take up the place/s.
- The relevant support agencies are: Family's Social Worker, Health Visitor, General Practitioner, Family Support Worker, or Lead Professional for the family. One or more relevant support agency will need to provide written evidence explaining why admission to the particular facility is crucial to the child. In most cases more than one agency will consider a referral through the Early Help Assessment (EH), which should make clear why admission to the particular facility is crucial to the child.
- Applications for morning or afternoon places will not be taken into account in the offer of places. However, children with the highest priorities will be allocated to the preferred session, if requested.
- If a place is offered to a family using the address on the application form, but who have subsequently moved, the place may be withdrawn dependent upon the new address. In some instances parents/carers will be asked to provide proof of residence, especially in the instance of a proposed house move.

### **Other Information**

Where all factors have been considered and distances are equal the measurements for final decision will be made by WCC admission team.

### **Non-admission to a nursery school**

Admission to a nursery school is non-statutory and therefore there is no appeal against a decision to offer a place. Parents/Carers who are not satisfied that their child has not been offered a place may express their concerns to the nursery school's governing body who will consider each case on its merits, balancing the need to maintain child: adult ratios.

### **Late applicants**

Late applications will be considered after those received on time. Where places cannot be offered to late applicants, they will be added to the waiting list, in the order set out in the admission criteria above.

### **Waiting Lists**

Waiting lists will operate for the term of entry. Where places become available, they will be offered from the waiting list in the order set out in the oversubscription criteria above. Waiting lists will be closed at the end of each term.

If no waiting list is operating, any places, which become available during the term will be offered according to the same criteria.

### **Starting School**

A child does not have to start statutory schooling until the term after their fifth birthday. In exceptional circumstances parents may apply to the Local Authority and the Nursery School to request an extended placement. Each case will be considered on its own merit.

### **Admission to school**

Admission to a nursery school does not guarantee admission to any particular school. A separate application must be made to the Local Authority via the on-line service <http://www.warwickshire.gov.uk/startingprimaryschool>

The Governing Body ratified this Policy and it takes into account the changes and finalisations of the WCC admission policy for Nursery Schools that is applied to the 6 WCC maintained Nursery Schools across the County.

For more information, to arrange a visit to the school or to apply for a place for your child, you are welcome to contact the School Office on 024 77 752 392.

## Timing of admission to nursery schools

In Warwickshire children normally start nursery education in the term following their third birthday.

All three and four year olds are entitled to 15 hours of free nursery education per week, over no fewer than 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).

The table below details when children become eligible for the free entitlement:

<b>A child born in the period:</b>	<b>Will become eligible for a free place:</b>
1st April 2021 to 31st August 2021	1st September 2024 (Autumn school term)
1st September 2021 to 31st December 2021	1st January 2025 (Spring school term)
1st January 2022 to 31st March 2022	1st April 2025 (Summer school term)
1st April 2022 to 31st August 2022	1st September 2025 (Autumn school term)
1st September 2022 to 31st December 2022	1st January 2026 (Spring school term)
1st January 2023 to 31st March 2023	1st April 2026 (Summer school term)
1st April 2023 to 31st August 2023	1st September 2026 (Autumn school term)
1st January 2021 to 31st March 2021	1st April 2024 (Summer school term)
1st April 2021 to 31st August 2021	1st September 2024 (Autumn school term)
1st September 2021 to 31st December 2021	1st January 2025 (Spring school term)
1st January 2022 to 31st March 2022	1st April 2025 (Summer school term)
1st April 2022 to 31st August 2022	1st September 2025 (Autumn school term)
1st September 2022 to 31st December 2022	1st January 2026 (Spring school term)

Each nursery will administer its own applications. Children will be admitted at the beginning of each term, dependent upon the start date for that term.

### **Bedworth Heath Maintained Nursery School Sessions**

- We currently admit children to the Nursery School for 3 hour sessions (morning session: 8.30am – 11.30am or afternoon session: 12.30pm – 3.30pm for five sessions a week.  
Or
- 30 hour places for eligible children from 8.30am – 2.30pm with the option of a top up charge to finish at 3.30 pm for a charge of £7.00. With flexibility if we have capacity to do so.

### **Extended Care at BHN**

- Extended care can be offered through:
  - Purchase of the additional extra hour from 2.30 pm– 3.30 pm for the 30 hour children.
  - Purchase of our Lunch Club facility, subject to availability.

### **Session Patterns**

- This session pattern available is subject to change each year dependent upon staffing and budgetary conditions.
- Every effort is made to offer children their preferred place, morning or afternoon, but the Governing Body cannot guarantee that parent/carers will be offered the session they have chosen.
- After children have been admitted, you may be asked to withdraw them if they do not attend regularly.

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