



**Bushy Leaze Children and Families Centre  
Admission Policy for Nursery Classes  
2018 – 2019**

**Background**

The Nursery is a Hampshire maintained school for at least sixty children, thirty places for mainstream children and thirty for children with identified special educational needs. Up to a maximum of 15 additional children, aged 2-3 who meet the eligibility criteria for free nursery education will be admitted. A child is entitled to 15 hours a week, free learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year. The key dates are 1 January, 1 April and 1 September. This entitlement will be offered to parents on a flexible basis and Bushy Leaze will advise parents of the patterns of attendance they can offer. Our offer will normally be for 5 mornings or 5 afternoons. Children will normally be admitted at the beginning of the academic year in which they become four, though admissions at other times in the year may be possible where vacancies exist. Priority will be given to children born between 1 September 2014 and 31 August 2015.

Places may be available for a limited number of children who are eligible for the 30 hours free childcare for working families (subject to confirmation of the eligibility from the DfE). Such places may only be available in maintained nursery schools once children eligible for 15 hours have been placed.

**1. Mainstream places**

Parents wishing their child to be considered for the nursery should place their child's name on the waiting list. It must be emphasized that although this is very helpful to the school, it does not guarantee a place, and length of time on a waiting list will not be taken into account in the allocation of places.

Application forms will be issued from the school at the beginning of the Spring term. All applications received by the end of half term (February 2018) will be considered by the governors, in accordance with the admissions criteria, for places in the following September. Children on two-year-old free education places are not automatically given a three-year-old place, but are included in the admissions process. They will not need to submit a new application form, providing key information has not changed. A form filling service is provided by the Centre if required. Parents will be advised by the end of the Spring Term whether or not their child has been offered a place.

**Admission Arrangements**

All children on mainstream places will be admitted to the nursery at the start of the Autumn term, all children will be expected to attend from mid-September. Preference will be given to families who opt to take the whole fifteen hours entitlement to Early Years Education with Bushy Leaze. In exceptional circumstances

consideration will be given to a gradual induction, and would be based on an agreement between school and home.

### Admission Criteria

If mainstream places are oversubscribed at the closing date for applications, places will be determined on the basis of the following criteria listed below.

- A** Looked after children or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order.<sup>1</sup>
- B** Children with social needs, based on information gained by the headteacher and other professional colleagues as part of the application procedure.

Social needs may include:

- Children who were multiple births (twins, triplets)
- A child with a confined play space
- A child from a one parent family
- A child in a large family (4 or more children)
- A child with parents under 20 years of age
- A child in sole care of grandparents
- A child who has two or more siblings under 4 years of age
- A child on the child protection register
- A child of parents with disabilities
- A child with English as an additional language

If offered by the school

- A child who is eligible for the two-year-old early education grant

- C** A sibling of a child who is on or has had an SEN placement at Bushy Leaze
- D** Children of staff who have (1) been employed at the nursery for two or more years at the time at which the application for the admission to nursery is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage. <sup>2</sup>
- E** Other children

### Tiebreaker

If the nursery is oversubscribed **within** any of the above categories (A-D), children in the year before they may start school will be given priority. Then preference will be given to children who live closest to the school based on a straight line measurement from school to the entrance of the property. Hampshire County Council's Geographic Information Systems will be used to confirm the order of applicants.

Places are offered on condition that:

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<sup>1</sup> A looked after child is one who is (a) in the care of the Local Authority; or (b) being provided with accommodation by the local authority in the exercise of their social services functions (see Section 22(1) of The Children Act 1989). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'Residence Order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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(s)

<sup>2</sup> Staff includes all those on the payroll of the school. 'Children of the staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

- The child's birth certificate, identifying parents, shall be produced before admission
- There is valid proof of the child's address
- A parent, or named adult (given in writing) will escort the child to and from nursery and
- Attendance shall be regular and punctual.

## **2. Places for children with Special Educational Needs**

The thirty places for children with special educational needs are allocated to children by the Local Education Authority via recommendations from a multi-agency advisory panel which will include the headteacher.

Examples of special educational needs, in no order of priority, might include:

- emotional and behavioural problems
- hearing difficulties
- lack of personal interaction and stimulation
- physical disabilities
- speech and language problems
- visual difficulties

Places can be for children from 2 years old although priority is given to children on a one year place. During a child's placement, statutory assessment may be initiated, should it be felt necessary, in consultation with Parents and other professionals. Governors recognise the complex needs of individual children, and endeavour to provide a supportive environment through a favourable staff to child ratio. However, it is acknowledged that the specific difficulties some children may present could impact on the levels of staff support available and this may be taken into consideration when a child is offered a place.

Children admitted to a special needs place will not be limited by their distance from the school but will in general be from within the Alton, Bordon and Petersfield area.

Funding for SEN places may not be shared with other early year's providers and children will be allocated 5 sessions, for more information please ask.

Most children will be admitted in September, although some children will start at the beginning of the Spring and Summer terms where they are late referrals.

### **Admission Criteria**

Children will be eligible for admission to an SEN place when they have been referred to the Education Panel, where the child's possible special educational needs will be outlined. This may include the views of an Educational Psychologist. Parents will be informed of this decision and a place offered in June.

### **Procedure**

Following a decision to place a child on an SEN placement, a request will be made for any relevant paperwork. The school will then meet with the parents and child (and any other interested or relevant party) to determine the arrangements for the child's admission.

Children living more than 2 miles from the school could be entitled to free transport or the cost of fuel. Requests for transport should be made to the headteacher on admission. Escorted transport is not available for children under 3. All requests need

to be authorised by the Inclusion Branch of the Children's Services Department. Please note that parents may be required to travel with their child.

### **3. Places for two-year-olds who are eligible for the two-year-old early education grant**

Up to a maximum of 15 spaces are allocated for children who meet the eligibility criteria for free two-year-old education. Parents will need to complete an application form and eligibility will be checked against a national database. Children will normally attend for five mornings or five afternoons per week and entry may be phased over the Autumn Term, during which time parents are expected to attend a PEEP (Parent Early Education Partnership) programme with their child one morning per week.

### **Transfer from the Nursery to reception classes**

The County Council's funding for Year R children is allocated to primary schools. The nursery funding is not intended for use by Year R children. The only exception to this will be where a Year R child either has an Education, Health, Care Plan or a recommendation from an Educational Psychologist, which specifies that his/her educational needs will be best met by remaining within the nursery class for a further period.

Notes:

Definition of a parent in the Education Act includes

- all natural parents whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the right, duties, powers, responsibilities and authority that a parent of a child has by law. It is defined by the Children Act 1989. It gives parents the legal right to make decisions and choices, such as where the child will live or go to school etc. If the parents were married to each other at the time of a child's birth, or if they have been married to each other at any time since the child's conception, they each have parental responsibility.

Having care of a child or young person means that a person who the child lives with, irrespective of what their relationship is with the child, is considered to be a parent in education law.

Signed   
Chair of Governors

Dated: July 2018

To be reviewed Summer Term 2019