

## **Nursery Admissions Information**

### **Introduction**

The legal definition of a Nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years old.

At the University of Cambridge Primary School a child is deemed to be of Nursery age from the beginning of the claim period following their 3<sup>rd</sup> birthday until 31<sup>st</sup> August following their fourth birthday. In line with Early Years Education Funding Term Dates, we follow Cambridgeshire's term dates and are as follows:

<b>A child born between</b>	<b>Is eligible to claim in the period</b>	<b>Usual weeks in each claim period</b>
1 April to 31 August	1 September to 31 December (Autumn Term)	14 Weeks
1 September to 31 December	1 January to 31 March (Spring Term)	11 Weeks
1 January to 31 March	1 April to 31 August (Summer Term)	13 Weeks

Places offered under this policy will be available to the child from the date the place is offered until 31<sup>st</sup> August following their fourth birthday.

All three and four year old children are currently entitled to receive up to 570 hours (15 hours per week) free early learning and childcare in a year, the "universal entitlement". From September 2017, working parents of three and four year olds may be entitled to access up to a further 570 hours free early learning and childcare, the "extended" entitlement. Further details regarding the extended entitlement are available from the Council's website.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/free-30-hours-childcare-for-working-parents/>

We would recommend that, in the best interest of a child's education, this entitlement is taken at only one setting, but there may be reasons why this is not possible. In such circumstances it is possible to

divide this entitlement across up to two early years settings in one day and across up to three early years settings during a calendar year.

Once a place has been allocated to a child by UCPS, and the child has started at UCPS, any request to transfer to an alternative Nursery class, school or early years provider will not be encouraged, unless there are valid, exceptional reasons for the transfer, eg. house move.

### **Application Process for a Nursery School Place:**

Parents must formally apply for a place, using the school's online Application Form. More information is available via our website or contact the school office for assistance.

### **Application Timetable**

Applications will be processed and letters sent via email to families, informing them of the outcome of their request for placement for their child/ren. These will be issued no later than:

<b>Term applied for</b>	<b>Letter will be issued no later than:</b>
Spring Term	End of November
Summer Term	End of February
Autumn Term	End of June

### **Catchment Area**

The catchment area for our Nursery class, is the same as the published catchment area for admissions to the school. This information can be found on our website.

### **Admission Number**

Our Nursery's planned admission number is 39 children present for each session consisting of full time (30 hour) and part time (15 hour) places. This will be reviewed each academic year.

Where there are places remaining, further admissions will be possible up to the agreed admissions limit. However, places cannot be reserved for children who may move into the area later in the year.

Where more applications are received than place available at our Nursery, places will be allocated in accordance with the published over subscription criteria. This can be found on our website.

Where a tie-break is necessary within a category priority will be given **as per the published school catchment area with children entitled to the 30 hours extended entitlement having priority.**

### **Reserve Lists**

Children who are not offered places will have their details added to a reserve list. **Children's names are placed on reserve lists in strict order of the over subscription criteria and extended hours entitlement, not according to the date of application.** This list will be held until such time as the child is of statutory school age and expected to transfer to a Reception class.

If a place becomes available, we will contact the parents of the child whose name is first on the reserve list.

The reserve list application form can be found on our website.

## **Definitions and Additional Information**

### **Siblings**

Siblings are defined as, children, usually brothers or sisters, who live together in the same family unit.

Unless otherwise stated, in the case of the admission of children to a Nursery class, children who are attending the primary school are considered as siblings in terms of determining priority for places.

### **Home Address**

A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their "school" nights. In cases where a child spends equal time living at two different homes over the course year, the address given on the application form will be considered as the home address.

**For the purpose of determining admissions, distance within Cambridgeshire is calculated by measuring a straight line from the reference point of the home to the reference point of the school.**

### **Evidence**

#### **All Entitlements**

Parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name).

Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be way of a copy of the sign lease agreement or a letter confirming contracts have been exchanged and with confirmation of a completion date.

#### **30 Hours Extended Entitlement Only**

**There is no legislative requirement for a school to offer working parents the 30 hour extended entitlement to free early learning and childcare from September 2017. Each school will determine if it**

will offer the 30 hour extended entitlement and the way in which this offer is delivered at the school. This will be a decision for the governing body of the school and will be published on the school's website.

Where the 30 hours extended entitlement is available, parents will be required to provide proof of their eligibility to the extended entitlement. This proof will be through the production of the unique code issued to the parent/carer by HMRC. The school is then required to carry out validation checks to confirm that the code is "live" before offering places to parents.

## **Absences**

### **Short Absences**

Where a child is registered to attend the school but is unexpectedly absent for a single sessions or short period, no action is necessary.

### **Extended Absences**

Where extended absence occurs for medical reasons, the school will work to support the family in the most appropriate way for the individual child. It may be that keeping a place open may smooth the way for a phased return and the best approach for the needs of the child concerned.

Extended absences for other reasons must be discussed in advance with the school. Parents are encouraged to take family holidays/vacations during the school holidays, but if this is not possible, the request must be made in writing to the school including details of the dates of the proposed absence and the reasons for the request.

A written response to the request will be made by the school. Parents are advised that any request/absence for more than 4 weeks will results in their child's place at the school being withdrawn and offered to another family.

## **Withdrawing Offers of Nursery Places**

### **Change in Circumstances**

Parents are obliged to inform our Nursery of any changes of address following an application, as this may affect the allocation of a place. Failure to do this will result in an offered place being **withdrawn**.

Once a place has been offered in writing there are limited circumstances in which the Nursery school can consider withdrawing the offer. If a place is offered on the basis of a fraudulent, or intentionally misleading application, or a parent has not responded to an offer within 10 school days, the Nursery will withdraw the place. (These serious situations can only be considered with the full involvement and agreement of the Early Years Funding Team)

30 Hour Extended Entitlement – when a parent ceases to meet the eligibility criteria for a funded place under the 30 hours entitlement, the parents will be informed, and their child’s place will continue to be funded during a “grace period” of 1 week. At the end of the grace period, if the parent’s eligibility can no longer be confirmed, the parent will be able to access the 15 hours universal free early learning and childcare at the school but additional hours would be agreed through a separate private chargeable arrangement between the parent and the school and would no longer be free.

The school is required by government to ensure that no child is in receipt of more than their entitlement of free early learning and childcare funding.

For further information regarding Cambridgeshire’s Early Years Funding Scheme please contact the Early Years Funding Team.

### **Charging for Places**

With effect from September 2012 new regulations came into force, which allows schools to charge for spare places in maintained Nursery classes and Nursery schools. Our charges are published on our website and supporting documents.

### **Starting School**

Admissions into Reception at the University of Cambridge Primary School is undertaken through the local authority. A place at our Nursery does not result in automatic enrolment in our reception classes.

Your child is eligible to start school in the September following their 4<sup>th</sup> birthday, but legally must start the term following their 5<sup>th</sup> birthday.