

30 Hour Entitlement for the 3 and 4 Year old children

Please find attached the new Nursery Policy for September 2017. From September 2017, we will be offering 30 hours to Nursery children if their Families are eligible.

The attached policy highlights what we are able to offer. It is important that you let us know if you will be eligible and what your requirements would be, as this will help us to plan our provision for September.

Please either print off the attached application form, or collect a paper copy from the school office.

Many thanks,
Avril Armstrong.



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Admissions Policy for Nursery Children

Emmaville Primary School

"Together we grow"

When will my child start at Nursery?

Emmaville Primary School has a three intake policy for nursery admissions, depending on demand for places in September:

- September 2017 intake for children born between 1st September 2013 and August 31st 2014
- January 2018 intake for children born between 1st September 2014 and 31st December 2014
- April 2018 intake for children born between 1st January 2015 and 31st March 2015

Free Nursery entitlement for three and four year olds

Information about the entitlement

Currently all families with a 3 & 4 year old child are eligible for the universal offer of free early education of up to 15 hours a week term-time or a total of 570 hours taken throughout the year.

From September 2017 some children will be eligible for an extended entitlement, which is up to 30 hours a week term-time or a total of 1140 hours taken throughout the year. However, [eligibility](#) criteria will apply.

Eligibility Criteria

- ❖ Both parents are working (or sole parent in a lone parent family) & each parent/carer earns on average:
 - ❖ A weekly **minimum** equivalent to 16 hours at national minimum wage (for under 25 year olds) or national living wage (if over 25), and
 - ❖ Earn less than £100,000 per year, or
 - ❖ Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave or statutory sick pay, or
 - ❖ One parent is employed & the other parent has substantial caring responsibilities based on specific benefits received for caring, or
 - ❖ One parent is employed & one parent is disabled or incapacitated based on receipt of specific benefits.

In order for school to plan provision, parents are asked to self declare to us, using the above eligibility criteria.

However, parents must also log on to the following website: www.gov.uk when this becomes available in late February 2017. The website will check parents' eligibility and provide parents with a voucher code that they must present to the school.

In this school from September 2017, we will offer the following pattern of provision for 15 hours:

Universal entitlement for all children-

- 5 mornings a week

Extended entitlement -

- 5 mornings 9am - 12 noon, plus additional sessions of 12 noon until 3pm. Parents must state in their application which additional afternoon sessions they will require. For children staying from 9am until 3pm, a packed lunch will need to be provided.
- Should parents wish to use the school's breakfast and after school club then they can do so at a cost.

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term after their third birthday i.e. at the start of term in September 2017, January 2018 or after the Easter break 2018 of the 2017/18 academic year.

However, we may need to delay your child's start beyond the relevant term in circumstances where the school has induction procedures to follow to enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Headteacher. Your child may not receive their full free entitlement in these circumstances.

Oversubscription Criteria

If there are not enough places available for all applicants, we will apply the criteria which are ranked in priority order below.

- The children who will become four years of age during the 2017/18 academic year and would only have the opportunity to benefit from three terms of nursery education.

The allocation of places within this group of children will then be based on priorities 1 to 7 listed below.

If there are not enough applicants within this older group of children above to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year 2017/18.

Priority will then be given to these children who will become three during the autumn term, followed by the spring term and then the summer term.

Within each term the allocation of places is based on priorities 1 to 7 listed below.

Places can only be offered to these younger children if we can confirm that a place is not needed for a child who will become four years of age during the 2017/18 academic year.

We will give priority in the following order:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who live in the school's catchment area.
3. Children who live in Gateshead and who will have a brother or sister at the school.
4. Children who have exceptional medical or social grounds. (See point a below).
5. Other children who live in Gateshead.
6. Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.

Point a

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds, you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of governors and the Headteacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie Breaker

If within any of the above priorities there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

Allocation of places

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated (select one option from those below)

- In order of age, starting first with the oldest child until all places in that pattern of attendance are filled.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children Act for the child.

Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, subject to availability, a place will be available, from the start of the week following their confirmation of eligibility. If no place is available, the child will be placed on the waiting list.

If a child loses their eligibility at any point after the allocation of places, parents/carers and Headteacher will agree the pattern of attendance for the universal entitlement.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Early Years Foundation Stage Coordinator from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Closing Date

To apply for a place in our nursery class for September 2017 or subsequent terms in the 2017/18 academic year, you must complete and return your application form to the Head Teacher of your chosen first preference school by Friday 17th February 2017.

You will be informed if your child has a place for the 2017/18 academic year, in writing, on Friday 10th March 2017

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedure.

Admission into Reception

Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criteria that applies for admission to infant and primary school entry. You must apply again in the September before your child's 4th birthday for admission to an infant or primary school.

Review

This policy will be reviewed annually by the *Governing Body*