



Folly View  
PRIMARY SCHOOL

Little Saplings Preschool (3-4yr olds)

Little Seedlings (2yr olds)  
Sunflower Preschool (3-4yr olds)

## Nursery & Preschool Admissions Policy

This policy sets out how the school will fulfil its responsibilities regarding the admission of pupils to the nursery and pre-school.

### Statement of intent

Folly View Primary School operates one nursery for two-year-olds (Little Seedlings) and one preschool for three- and four-year-olds (Sunflowers).

The Elms Primary School operates one preschool for three- and four-year-olds (Little Saplings)

At both schools, we aim to provide a high-quality nursery experience for children that is geared towards a smooth transition into the next phase of education.

The governing body is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the schools.

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The General Data Protection Regulation
- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

### Free childcare arrangements

#### Three- and Four-Year-Olds

Children are eligible for free childcare from the relevant dates (outlined below) up until the beginning of the term following their fifth birthday.

With regards to the age criteria, pupils will be eligible as follows:

Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday

Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday

Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

Both schools can accommodate a maximum of 24 pre-school children. The school does offer 30 hours free childcare as an extension to the universal 15 hours free childcare, and this will be 5 full days.

We offer 570 hours as 15 hours per week, over 38 weeks per year.

Little Saplings and Sunflower children are offered three hours of free childcare daily: Mornings – 9:00-12pm

## Two-Year-Olds

Since September 2013, local authorities have a statutory responsibility to ensure that all two-year-olds who meet the eligibility criteria can access a free early learning place.

Eligibility criteria:

Your two-year-old can get funded early learning and childcare if you live in England and if you claim one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
- Tax credits and you have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4 week run on, this is the payment you get when you stop qualifying for Working Tax Credit.
- Children of Zambrano Carers if their parents meet similar low level income requirements to others eligible for the scheme
- Children of families with no recourse to public funds with a right to remain in the UK on grounds of private/family life under Article 8 of the European Convention on Human Rights who meet the same criteria of economic disadvantage
- Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 – 'the 1999 Act') who meet the same criteria of economic disadvantage.

Or your two-year-old:

- is looked after by the Oxfordshire Local Authority
- has an adoption order
- has a residence order or child arrangements order
- has a special guardianship order
- receives Disability Living Allowance (DLA)
- has an Education, Health and Care Plan (EHCP)

With regards to the age criteria, pupils will be eligible as follows:

Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's second birthday

Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's second birthday

Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's second birthday

Folly View Primary School offers 570 hours as 15 hours per week, over 38 weeks per year in the Two-Year-Old Nursery (Little Seedlings).

Two-Year-Old Nursery children are offered three hours of free childcare daily: Mornings – 9am-12pm or Afternoons – 12pm-3pm

## Application Process for Three- and Four-Year-Olds

### Waiting List

Parents may register their interest in a place at the nursery at any time following their child's birth, by contacting the school office. The child's birth certificate will be required as proof of their date of birth. These children will be entered on a waiting list to be considered for a place when they reach the appropriate

age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list will not be taken into consideration when places are offered.

### Offering Places

The main point of entry to the pre-school will be in September each year. Places for the September entry will be offered during the preceding summer term to children who will be three by 31<sup>st</sup> August of that year. If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria – see below.

Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 4 weeks of making the offer, the place may be offered to another child on the waiting list.

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age:

Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday

Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday

Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria.

### Oversubscription Criteria for Three- and Four-Year-Olds

1. Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
2. Children who are on the Child Protection Register and live in the normal area served by the school.
3. Children who are living in the normal catchment area of the school and have attended our 2-year-old Nursery for at least one term.
4. Children who are living in the normal catchment area of the school and have siblings of compulsory school age attending the school at the time of admission.
5. Children where there is outside agency involvement and live in the normal catchment area served by the school.
6. Children from the normal catchment area of the school.
7. Children from the wider area of the school who have attended our 2-year-old Nursery for at least one term.
8. Children from the wider area of the school order who have siblings attending school at the time of admission.
9. Children from the wider area of the school.

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child.

Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

### Application Process for Two-Year-Olds

Places are only available in our Two-Year-Old Nursery for children who meet the eligibility for a funded 2-Year-Old place. If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria. Any children who do not receive a place will be signposted to other local nurseries who may be able to offer them a place.

## Oversubscription Criteria for Two Year Olds

1. Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
2. Children who are on the Child Protection Register and live in the normal area served by the school.
3. Children who are living in the normal catchment area of the school and have siblings of compulsory school age attending the school at the time of admission.
4. Children where there is outside agency involvement and live in the normal catchment area served by the school.
5. Children from the normal catchment area of the school.
6. Children from the wider area of the school order who have siblings attending school at the time of admission.
7. Children from the wider area of the school.

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child.

Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

## Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within four weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

## Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## Admission to Reception

Children who attend the pre-school do not have an automatic place in the Reception classes at either Folly View or The Elms Primary schools and should apply through the normal procedure with Oxfordshire County Council admissions. The application period for reception admissions is normally during the Autumn term following the child's 3<sup>rd</sup> birthday. It is the responsibility of the parents to apply for a school place. See the School Admission Policy for more details.

## Transition Arrangements

Both schools will aim to ensure a smooth transition between nurseries, or between preschool and reception class, whichever nursery or school the child attends.

Parents are invited to visit the school / nursery prior to the transition.

Nursery children and their parents will be invited to visit the nursery during the summer term before they start in September.

Reception children will be invited to attend transition visits with their class teacher during the summer term.

A photograph book displaying aspects of the school is used to prepare children for their transition.

During the Summer term, Reception teachers from the primary schools to which the children will transfer come in to meet with the children.

During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved.

Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

#### Data Protection

All personal data will be held in line with the DDAT Data Protection Policy and Privacy / Fair Processing Notice. For more information please visit the schools websites:

[www.theelmsprimary.co.uk](http://www.theelmsprimary.co.uk)

[www.follyviewprimary.co.uk](http://www.follyviewprimary.co.uk)

Date reviewed and agreed by LGB: 5<sup>th</sup> October 2022