



Curledge Street Academy
Nursery Admissions and Oversubscription Criteria
September 2016 – September 2017

Policy history

1. Approved by BET board

VERSION	1	
APPROVED	8th July 16	
REVIEW DATE	July 17	
SIGNED CHIEF EXECUTIVE		PRINT NAME M J English
SIGNED CHAIR OF TRUST BOARD		PRINT NAME S Livesey

OVERVIEW

1. Applications

To apply for places in either our 2 year old or 3-4 year old nursery, please pick up an application form from the reception office. You will be informed if you have secured a place by letter and offered the different sessions available. We will also offer a home or school visit before your child starts in our setting.

2. 2 year olds

There are 12 places available for 2 year old children in the morning and 12 places available in the afternoon. We will begin the year by admitting children in September.

Children admitted will be those whose 3rd birthday will fall between 1st September and 31st August of that year, i.e. they will be aged between 2 years and a day and 2 years and 11 months.

We may be able to admit additional 2 year old children in January and again in April if spaces become available. If the nursery reaches its maximum capacity at any time, children will be admitted in accordance with our admission criteria explained later in this document.

Sessions are offered **term time only** and include two sessions:

Morning session 8.45-11.45am

Afternoon Session 12.15- 3.15pm

Charges for non-funded children who wish to attend for 15 hours are outlined in appendix 2.

At present we cannot offer extra hours for any 2 year old children.

Before joining our nursery all parents/carers will be offered a home visit, or alternatively will be invited into the nursery to meet the staff and have a look at the facilities. Once a place has been accepted, parents/carers and children, depending on spaces available, will be invited to 'settling in sessions' in which children will explore their new environment and meet their Key Person in the nursery. This is a chance to get to know staff and ask any questions.

3. 3/4 year olds

We will admit children in September. Children admitted will be those whose 4th birthday falls between 1st September and 31st August of that year i.e. they will be aged between 3 years and a day and 3 years and 11 months.

Before joining our 3 year old nursery all parents/carers will be offered a home visit. This is chance to get to know staff and ask any questions.

Sessions are offered **term time only** and include three options:

Morning session 9.00am to 12.00pm

Afternoon session 12.45pm to 3.15pm

All day session 9.00 to 3.15pm

An all-day session includes the lunchtime period between 12.00 and 12.45pm. This time is considered part of the day for children to continue their learning and will be funded as part of the Early Years Entitlement.

Children will be offered the 15 hours they are entitled to but additional sessions may be purchased. Current charges are listed in appendix 2.

We have 34 spaces available each session determined by the adult to child ratio. Some children attend 5 morning sessions 9am - 12 pm (15 hours in total) and others attend 2 full days 9am - 3.15pm and an extra afternoon session 12.45 - 3.15pm (15 hours in total).

Dependent upon the number of spaces filled, there may be the opportunity for transition from the 2year old to 3 year old nursery each term. This will be decided through discussion between staff and parents /carers and is likely to be at the start of a term i.e. in January and April.

DETAILED POLICY

The Trust is the admission authority for the academy and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

1. Early Years Entitlement Funding (EYEF)

All 3 and 4 year olds are entitled to a free early education place for 15 hours per week.

Some 2 year olds are eligible for a funded place subject to meeting the setting's eligibility criteria. Our nursery is an approved provider and can admit 2 year olds.

We expect to admit children that will be using their EYEF funding as well as children whose parents/carers are buying hours.

Applications for a free childcare place for a 2 year old (funding form) can be obtained from:

<https://forms.torbay.gov.uk/Under2ChildcareApp>

2. Admissions to the nursery

a. 2 year olds

- The first children will be admitted in September.
- Children admitted will be those whose 3rd birthday falls between 1st September and 31st August of that year i.e. they will be aged between 2 years and a day and 2 years and 11 months.

b. 3-4 yr olds

- The first children will be admitted in September.
- Children admitted will be those whose 4th birthday falls between 1st September and 31st August of that year i.e. they will be aged between 3 years and a day and 3 years and 11 months.

3. Sessions available

All sessions are offered term time only

a. 2 year old nursery.

The academy offers 2 sessions:

Morning sessions 8.45-11.45am

Afternoon Sessions 12.15- 3.15pm

There are 12 places available for 2 year old children in the morning and 12 places available in the afternoon.

b. 3-4 year old nursery

The academy offers 3 options:

Morning sessions 9.00am to 12.00

Afternoon sessions 12.45 to 3.15pm

All day sessions 9.00 to 3.15pm

An all-day session includes the lunchtime period between 12.00 and 12.45pm. This time is considered part of the day for children to continue their learning and will be funded as part of the Early Years Entitlement.

We have 34 spaces available each session determined by the adult to child ratio. Some children attend 5 morning sessions 9am - 12 pm (15 hours in total) and others attend 2 full days 9am - 3.15pm and an extra afternoon session 12.45 - 3.15pm (15 hours in total).

4. Extended hours

Some families need provision for longer hours. We can offer 3-4 year olds nursery places in our Breakfast school provision (Early morning club). This is between 08.00am and 08.50am before the school day at a cost of £1.50 without breakfast and £2.00 with breakfast. EYEF funding cannot currently be used for this provision.

The provision before the school day differs from the core early years provision between 9.00am and 3.15pm, as there will also be older children attending. This provision is **not** currently available for 2 year old children.

5. Charging

All chargeable sessions are subject to the requirements detailed in the payments contract which parents / carers will be asked to sign before any additional hours can begin

Further details about buying additional sessions/hours for our early years provision are set out in the payment policy. This policy on charging is available on request from the academy and can be viewed on our website.

6. Visiting

We welcome visits from parents / carers and their children when considering applying for a place in our nursery. This is an opportunity to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered in our nursery. If you would like to visit Curledge Street Academy, you should contact the school to make an appointment.

Before joining our nursery all parents / carers will be offered a home visit, or alternatively will be invited into the nursery to meet the staff and have a look at the facilities. Once a place has been accepted and depending on spaces available, parents/ carers and their children will be invited to 'settling in sessions' when children can explore their new environment and meet their nursery assistants. This is chance to get to know staff and ask any questions.

7. How to apply

To apply for a place in our nursery, you should use the School Nursery Application Form. The form is available from the reception office and on our academy website [\[insert link\]](#).

8. What happens next?

If there are fewer applications than places, no application will be refused. If there are more applications than there are places available the Trust will prioritise applications according to the oversubscription criteria in Appendix 1. We will contact successful parents / carers to welcome them to the academy and to make arrangements for admission.

9. Start times for children

Generally, subject to the eligibility mentioned in the table below, children will start at the nursery at the beginning of a term. The funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 2 or 3 years old		
On or after	And on or before	Funding starts this term
1 September	31 December	Spring (after Christmas holiday)
1 January	31 March	Summer (after Easter holiday)
1 April	31 August	Autumn (after Summer holiday)

10. Waiting lists

Following allocation of nursery places, the academy will retain a waiting list. Waiting lists will be kept in the same priority order as the oversubscription criteria in appendix 1. It is possible that a child's name could go down on the waiting list as well as up.

11. Admissions at other times

A request for admission can be made after the normal rounds of admissions using the School Nursery Application Form. This allows for a child to start at Curledge Street Academy as quickly as possible. A formal offer will follow from the academy.

If a parent/carer is seeking an in-year nursery place because their child has just moved to the area and doesn't already have a nursery place, admission would be as soon as possible but dependent on a space being available.

12. Admission appeals

If a nursery place is refused, parents/carers can use the academy's appeals process to express their concerns. The Trust will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

13. Contacts and further information

Curledge Street Academy
Curledge Street
Paignton
Devon TQ4 5BA
Headteacher: Mrs J Humphrey

Tel: 01803 557726 Fax: 01803 664857

APPENDIX 1 NURSERY OVERSUBSCRIPTION CRITERIA 2016 – 17

To be used when there are more applications than places available

Admission Criteria

Curledge Street Academy will endeavour to ensure there is a place for everyone who applies to our nursery provision. This will not always be possible and priority in the 2 year old nursery will be given to funded children. However, spaces can never be guaranteed.

Allocation of spaces for 2 year olds will be made in the following priority order:

1. Children in public care (looked after children)
2. Funded children with a sibling at the academy
3. Funded children with no sibling at the academy
4. Children who are not entitled to 2 year old funding with a sibling in the academy

Allocation of spaces for 3 year olds will be made in the following priority order:

1. Children in public care (looked after children)
2. Children who have attended our 2 year old provision with a sibling at the academy
3. Children who have attended our 2 year old provision without a sibling at the academy
4. Children with a sibling in the academy
5. Children without a sibling in the academy

Once the above priorities have been applied any further admissions, including priority on any waiting list, will be determined by the following criteria:

- a. Children for whom only this particular nursery is appropriate due to an exceptional medical condition
*
- b. Children ranked by date of birth, oldest first
- c. In the event of a date of birth tie, priority will be given to the child living nearest to the academy building (see d. below).
- d. Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the nursery. Measurements are taken by a straight line distance using the Council's electronic mapping system - the shorter the distance the higher the priority. Measurements will be taken from an internal point of the building concerned (usually the visual centre of the building). In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the nursery), the allocation of a place will be by lot.

* Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of this nursery.

APPENDIX 2

Charges for additional nursery provision

These revised charges will take effect from 1st September 2016.

Please complete this form if you wish to purchase additional hours.

1. Charges for additional nursery sessions for 3 YEAR OLDS

- Sessions are charged at £3.60 per hour this charge will be reviewed annually.
Additional AM session £13.50 per day
Additional PM session £11.70 per day
Additional full day £22.50 per day
- Additional sessions must be arranged in advance and be agreed by the nursery.
- A half term's notice is required if parents/carers wish to cancel additional sessions at Curledge Street Academy. We reserve the right to charge a half terms fee should parents/carers not provide this notice.

2. Nursery charges for non-funded 2 YEAR OLDS

- Sessions are charged at £4.00 per hour
- £12.00 for AM or PM session

3. Payment methods

- Payment of additional nursery sessions will be required in advance for each **MONTH** and before the first week of term. Payment should be made in an envelope labelled with the child's name, along with either '**Nursery Fees for 2 year olds (Penguins)**' or '**Nursery Fees for 3/4 year old (Seals)**'. Cheques should be made payable to **Bay Education Trust**. Payment can also be made on the website using the online 'Payments Gateway' <http://www.curledgestreetacademy.org/useful-links>
- The Headteacher and Trust board reserve the right to amend the frequency of invoicing.
- If a child is absent, refunds or reductions are not possible as nursery costs do not reduce if a child is absent. Family holidays, sickness or medical appointments will not be taken into account and payment will still be due.
- In exceptional circumstances a payment card can be produced so payments can be made over the first few weeks of the half term.

4. Payment arrears

Any invoices not paid will become nursery fee arrears. Failure to pay arrears within 1 week will result in the child's additional sessions at the nursery being withdrawn.

5. Cancellation of contract

- Cancellation of the 15 hour free entitlement sessions can be made at any time. Parents/carers will be required to sign an updated parent/school contract.
- To cancel additional (charged) sessions a half term's notice is required.
- Any permanently cancelled sessions will be made available to children on the nursery waiting list.
- Once additional sessions are cancelled the nursery cannot guarantee re-instating them.

AGREEMENT

I agree to the terms and conditions as set out in the above policy.

Name of child.....

Name of parent/carer.....

Signature of parent/carer.....

Signature of CSA member of staffDate: