

Admissions Policy

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Based on Model	Not applicable
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Version	Date	Notes
2.0	Sep 2024	New policy format
2.1	Sep 2025	Policy review- change to hours & sessions throughout
2.2	Sept 2026	Policy review

Arlesdene Nursery School and Pre-school is committed to:

- Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formulation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British values, including extremist views, will be actively challenged.

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1. Rationale

Arlesdene Nursery School and Pre-school is a state maintained nursery school and manages its own admissions procedure. The governors aim to provide a fair and transparent admissions system, and this policy sets out the admissions criteria for entry for children aged 2- 4.

The governing body will not discriminate against potential pupils because of their protected characteristics or those of persons associated with them.

Arlesdene Nursery School and Pre-school aims to offer high quality early years' education for families in the local community.

2. Our provision

2.1. Pre-school for 2-3 year olds

We offer two core sessions per day, Monday to Friday, term-time only:

- Morning session from 9am – 12pm
- Afternoon session from 12pm – 3pm

Exclusively for children staying all day, a lunch club session is included with parents providing the lunch. Some children may be entitled to a free school lunch and eligibility checks are required.

2.2. Nursery school for 3-4 year olds

All children the term after their third birthday are entitled to universal 15 hours' free early years education. Our core nursery sessions run from 9am – 12pm, Monday to Friday, term time only.

Eligible working families are entitled to 30 hours' free education. 30 hours' places are offered from Monday to Friday, term -time only. Exclusively for children staying all day, a lunch club session is included with parents providing the lunch. Some children may be entitled to a free school lunch and eligibility checks are required.

2.3 Rainbow Group

For children with SEND, we offer slightly shorter session times to help with parking at collection and drop off:

- Morning session from 9am – 11.45am
- Afternoon session from 12.15 – 3pm

3. How to apply

Families requiring a place for their child at Arlesdene Nursery School or Pre-school, must apply directly to the school via the online application form on the school's website. Paper copies will not be accepted.

Signed terms and conditions are required for all children.

4. Arlesdene Pre-school

The Pre-school admits children after their second birthday. Subject to availability of places, the Pre-school will also consider in-year admissions at other times of the year. It is expected that Pre-school pupils will attend for a minimum for two consecutive sessions per week.

Free childcare places for supported families places are available for families in receipt of certain benefits from the term after a child's second birthday. We are also able to offer 15 hours' free childcare for eligible working families.

For information on eligibility, go to <https://www.childcarechoices.gov.uk/childcare-support-available>.

For families that are not eligible for funding, places can be offered on fee-paying basis. Once a place is agreed parents are required to give one month's notice to leave and will be expected to pay in full for that notice period.

4.1. Application and allocation of places

Applications are accepted throughout the year.

The Pre-school maintains a waiting list of applications in the date order they were received; places that become available will be allocated on the basis of priority order on the waiting list and matching of session availability to sessions requested.

5. Arlesdene Nursery School

The nursery school admits children in September for the academic year in which they turn four. Subject to availability of places, children may also be admitted in January following their third birthday.

Pupils will be offered either 15 hours over five morning sessions or 30 Hour sessions. Pupils that attend over five mornings are expected to attend every day for their full 15 hours' entitlement.

Allocations for September places are made annually in the spring. Where the number of applications received exceeds places available, the school applies the following over-subscription criteria:

1. Children with an EHC (Education and Health Care) Plan that names Arlesdene Nursery School and Pre-School
2. Children looked after by the local authority
3. Children 'at risk' who are the subject of an inter-agency Child Protection Plan
4. Children with a particular medical or social need for whom it can be demonstrated that they have a particular need to go to the school
5. Children with a sibling on the school roll at the time of application
6. Children of staff currently employed by Arlesdene Nursery School and Pre-school on a permanent contract
7. Children attending Arlesdene Pre-school.
8. Any other children in order of date of application

Rules will be applied in the order shown. If more children qualify under a particular rule than there are places available, the next rule will be applied. In the case of a tie break, priority will be given to those who live nearest to the nursery as measured in a straight line.

5.1. Waiting list

Where the school is unable to offer a place, parents may opt to add their child's name to our waiting list.

The waiting list is managed in accordance with the criteria for admissions set out above.

When a place becomes available, all applications on the waiting list will be ranked in priority order based on the admissions rules and the place offered to the child who is highest ranked. The school will contact the parent/carer by telephone to ask if the place is still required. If the parent/carer cannot be reached by phone, an email offer of the place will be sent out. In the absence of any response from within five working days, the place will be forfeited and offered to the person on the waiting list with the next highest priority ranking.

5.2. In-year applications

Applications may be made throughout the school year, and where there is no waiting list, children will be admitted at the earliest convenient date. If there are no spaces available, parents/carers will be given the opportunity to add their child's name to the waiting list.

5.3. Allocation of nursery sessions

When children are offered a place in the Nursery School, parents/carers will be asked for their preference for a morning, or 30 Hour place. There is no guarantee that they will be offered their preferred session. Allocation is made according to availability and at the discretion of the Headteacher, taking into consideration:

1. The needs of the child
2. The needs of working parents.
3. The balance of the key groups

In exceptional circumstances only, the Headteacher may agree that funded hours may be spread over a different attendance pattern.

5.4. Extended hours provision

If the School Nursery has not filled from 30 hours eligible children we may offer parents or carers an opportunity to pay for full days.

Fee-paid sessions will be considered on a first come, first served basis, offered taking into account:

- Availability in a 30 hour group
- Availability of lunch club spaces
- Availability and feasibility of required sessions

6. Childcare Support Entitlement

Supported Families or Working Families 15 or 30 hours' free childcare

Two year old supported families and two year old working families may be entitled to 15 or 30 free hours for children the term after their child's second birthday.

All children aged 3 and a term to 4 years old who live in England are entitled to 15 free nursery hours.

Working families of nursery children aged 3 and a term to 4 years old may be entitled to an additional 15 hours per week free childcare, known as 30 hours working families childcare support entitlement.

For information about eligibility go to: <https://www.beststartinlife.gov.uk/>

Arlesdene Nursery School is able to offer 30 hours' places, but it should be noted that eligibility of a code does not guarantee the availability of a place.

Our free 30 hours' offer is from 9am to 3pm over 5 days.

Allocation of 30 hours' places

Where requests for 30 hours' places exceed availability, priority will be given first to children already attending Arlesdene Nursery or Pre-school, provided the parent/carer can present an eligible reference code.

Once the 30 hours' sessions are full, a waiting list system is operated. If a place becomes available, they will be offered to parents in the order the requests are received, who are also in receipt of an eligible code.

Parents must confirm their eligibility for a place on a termly basis. Where a family is no longer eligible, the 30-hours' place will be withdrawn, although parents may be offered the possibility of continuing extended sessions on a fee-paying basis. Otherwise, they will revert to 15 hours over 5 morning sessions.

7. Rainbow Groups

For children with SEND, the school has a limited number of places in our Rainbow groups 1 and 2, where there is a higher ratio of adults to children. Children may be offered a place in Rainbow Group after consultation between staff and parents, usually in the form of a home visit to establish need. Or parents can request a place if an ECHP and needs are already established.

Subject to availability, places will be allocated firstly to children with an Education and Health Care Plan (EHCP) and then, at the discretion of the Headteacher to:

1. Children with identified special educational needs and disabilities
2. Other children attending Arlesdene Pre-school

8. Roles and Responsibilities

All **staff** are expected to follow this policy when advising prospective parents and admitting children to Arlesdene Nursery School and Pre-school.

The **Headteacher** will ensure that:

- Children are admitted in accordance with this policy
- Waiting lists are administered in accordance with this policy
- The admissions process is compliant with the GDPR

The **Governing Body** will ensure that the admission arrangements are reviewed annually and published on the school website.