

**Policy for Admission  
To  
Local Authority  
Nursery Schools**

**For admissions from September 2018  
onwards**



**OXFORDSHIRE  
COUNTY COUNCIL**

## **Introduction**

There is a countywide admissions policy for community nursery schools. The basis of the policy was originally determined by the County Council in 1997 and ensured that admissions are based on common principles. Following consultation with Headteachers of Freestanding Nursery Schools, it was agreed that from 2011/12 a separate policy would be produced for these establishments. This is broadly the same as the admissions policy for nursery classes, although Freestanding Nursery Schools no longer set a catchment area. There are also some small changes which make the policy more relevant to a freestanding establishment. Criteria for allocating places in the case of oversubscription are therefore slightly different than those for schools with a nursery class.

Children should not remain on a Nursery School roll when they are statutory school age.

## **Terminology**

**Reception** - the year children become 5

**Year** – refers to the academic year (September to August)

**Own Admission Authority** – e.g. Voluntary Aided, Academy, Studio, Free and Foundation Trust Schools

**Looked After** - A 'looked after child' is a child who is (a) in the care of a local authority or (b) being provided accommodation by a local authority on the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making the application to the school.

**Previously Looked After** - The term "previously looked after children" refers to children who were looked after but ceased to be so because they were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2001 (see section 46 adoption orders), or became subject to a child arrangements order or special guardianship order.

**Siblings/Brother or Sister** - For admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister who will be resident at the same address at the time of entry.

**Published Admission Number** – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council's Pupil Place Plan.

**Universal Entitlement** – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3<sup>rd</sup> birthday

**Extended Entitlement** – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

**Grace period** – when a child’s eligibility for the extended entitlement ceases, the government allow the funded place to continue for a specified time period

**Early Education for eligible children aged 2-** A targeted offer of 570 hours per year for the most vulnerable 2 year old children, from the term after their 2<sup>nd</sup> birthday, with the aim of reducing the pre-school educational gap that can start to occur from this age. For further information please see: <https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0>

## **Eligibility Terms**

**Universal Early Education Funding entitlement starts from the term after the child’s 3<sup>rd</sup> birthday**

Autumn Term: September 1<sup>st</sup>-December 31<sup>st</sup>

Spring Term: January 1<sup>st</sup>-March 31<sup>st</sup>

Summer Term: April 1<sup>st</sup>-August 31<sup>st</sup>

### **30 Hours Extended Childcare Entitlement**

Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at [www.childcare-support.tax.service.gov.uk/par/app/overview](http://www.childcare-support.tax.service.gov.uk/par/app/overview)

Parents cannot insist on accessing their child’s extended entitlement at any particular provision. Schools must decide whether they will offer only 15 hour nursery places or whether they are able to include some 30 hour or flexible extended entitlement places. Schools should make clear to parents what options are available in regard to either the universal or extended entitlement.

Children may become ineligible for the extended entitlement. Where this happens there is a **grace period** during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15 hour place unless the parent/carer agrees to pay for the extended hours. Schools collecting payments for unfunded hours should ensure that those hours are not returned on the schools census or funding portal return.

### **Funded 2 Year Olds as part of the Nursery School Roll**

Nursery Schools were set up originally with an age range of 3-5, however, there is much to be gained in terms of children’s outcomes if funded two year olds also take up a place. If nursery schools would like to admit 2 year olds onto the nursery school roll, there is a DfE process to follow, including consultation with relevant parties. Please see [DfE guidance on school organisation](#) for further information.

Schools which have extended their age range to 2 should only include funded 2 year olds on their nursery roll. They must determine whether places for funded 2s are capped, and publicise this to parents e.g. on the school website.

Nursery Schools may find having some funded and some fee paying two year olds offers greater viability. Non-funded children (in any age group) should not be placed on the school roll or be included on the schools census. They also do not count towards the Published Admission Number. Parents paying for a 2 year old place should therefore be advised that they will need to apply formally for a nursery place for the term after their 3<sup>rd</sup> birthday. Purchase of a childcare place does not give any certainty of being offered a school nursery place.

### **Allocating Places and Oversubscription**

Nursery Schools may find it helpful to set a cut-off date each term for applications to start nursery the following term. This helps with administration particularly when places are likely to be oversubscribed.

If oversubscribed, please allocate places strictly in line with the criteria listed at point 16 of the policy. You may need to request home to school distance measuring, in which case please allow sufficient time for this to be done. Detail on how to request measuring from County Hall staff is on the Intranet at [Nursery to Home Distance Measuring](#).

Schools can also use the arrangements detailed under the measuring process note to check whether individual children qualify under point 16.3 – eligibility for a funded 2 place at the time of application. Eligible families should be able to provide you with a 'TYE reference number'. You may however wish to check and if so please mention you need this when you send your data across.

# **POLICY FOR NURSERY SCHOOL ADMISSIONS IN OXFORDSHIRE**

## **(Freestanding Nursery Schools)**

1. The County Council has devolved rather than delegated the administration of admissions to Nursery Schools. Therefore, in the event of a complaint the final responsibility and decision for admissions to Nursery Schools rests with the County Council.
2. Nursery Schools must agree a **published admission number** with the County Council before the start of the academic year. Published admission numbers will be stated in part time equivalent (pte) places. One pte place is 15 hours per week, term time only, or 570 hours a year if the place is stretched.
3. Nursery Schools must offer places at least up to the published admission number. Where a nursery school offers the extended entitlement within their nursery provision, a 30 hour place is deemed to represent 2 pte places.
4. Nursery Schools must not operate with empty places in any term if they have eligible children on the continued interest list.

The exception is where a set limit within the published admission number has been advertised for places for funded 2s or 30 hours, and those places have been filled. A school would not then be obliged to admit e.g. an eligible funded 2 to an unfilled universal entitlement place.

5. The minimum **universal entitlement** to funded nursery education is 15 hours per week or 570 hours per year, from the term after the child's third birthday.
6. Where capacity against the published admission number exists, places should always be offered for at least 15 hours a week (or 570 hours a year if a stretched offer).
7. Nursery Schools are permitted to agree take up of fewer hours to meet parental request but are not obliged to. Places will be funded on actual take up of hours.
8. Nursery Schools may set a minimum take up requirement when offering places.
9. Nursery Schools may also offer the **extended entitlement**, of up to 30 hours per week (term time only) or 1,140 hours per year if stretched throughout the year. This should be decided in advance of the academic year and publicised to parents/carers on the school website. Nursery Schools are not obliged to offer the extended entitlement.

10. **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with places starting in September, January or April.
11. Children are entitled to a place from the first day of term and offers of a place must always give this as an option even if the Nursery School offers 'staggered starts' to help children with the transition. Staggered starts should not be arranged over more than a week or two.
12. Parents will be notified that a place is available for their child no later than a half term in advance. Nursery Schools may set and advertise a termly deadline for considering applications for admission in the following term.
13. **Flexibility** Nursery Schools may offer their places in a number of ways. These include half or full day sessions, extended sessions covering lunchtimes, or a stretched offer (fewer hours per week but including weeks during school holidays).
14. Where the extended entitlement is available through hours in daycare provision or in partnership with other providers, the Nursery School must make clear which element is the universal entitlement and will therefore be guaranteed to continue if a child loses entitlement to the extended free provision.
15. The Nursery School shall provide information on their school website stating the opening times of the nursery provision and its educational aims and provision. This should also include the County Council's policy for allocating nursery places.
16. When more applications are received than there are places available, the following County Council criteria must be applied. These closely follow the admissions criteria for entry to County primary schools. Children with an Education Health and Care Plan naming the school will always be admitted. Headteachers should apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. **Other criteria (such as date of birth) cannot be used.**
  - 16.1 Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application, and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

16.2 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.

16.3 Children who have taken up, or are eligible for, a funded 2 year old place at the time of application.

16.4 Those children who, at the time of entry, have a brother or sister attending the school.

16.5 Children who attend day care or a voluntary or private sector pre-school on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System.

16.6 Those children who do not meet any of the above criteria Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency & Access Geographic Information System.

**Headteachers can seek advice and assistance from the Admissions & Transport Services Manager in applying these criteria.**

17. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.
18. Once admitted to the Nursery School, the child is entitled to remain in a **universal part time** place until the term after he/she becomes five, that is when they are statutory school age.  
  
N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September as a year one child. See the Primary School admissions policy for more detail on deferring entry.
19. Where a family ceases to be eligible for the extended entitlement, the free place should return to the universal entitlement level when the grace period expires, unless the parent/carer agrees to pay for the extended hours. Schools offering the extended entitlement should explain this possibility in writing when offering the extended entitlement place. **Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.**

20. Schools may allow the parent/carer to continue to access the extended hours on a fee paying basis but are not obliged to. Fee paid hours do not count towards a school's PAN.
21. Nursery Schools may offer funded full time (25 hour) places for Reception children on their roll but are not obliged to. DfE funding for this is being discontinued at the end of March 2019, and any children remaining on roll in April 19 will thereafter be funded only for the universal 15 hours or extended entitlement where appropriate. Nursery Schools should advise parents/carers who may be affected when confirming a 25 hour funded place.
22. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the Nursery School in the first instance and then to the Admissions & Transport Services Manager.
23. There is no statutory right of appeal.

**Contact details**

**Admissions & Transport Services Manager**

**Tel: 07393 001242 [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)**

**Senior Officer (Early Years Organisation)**

**Tel 07733 001503 e-mail:[earlyeducation@oxfordshire.gov.uk](mailto:earlyeducation@oxfordshire.gov.uk)**

**(for initial advice regarding the application of this policy)**