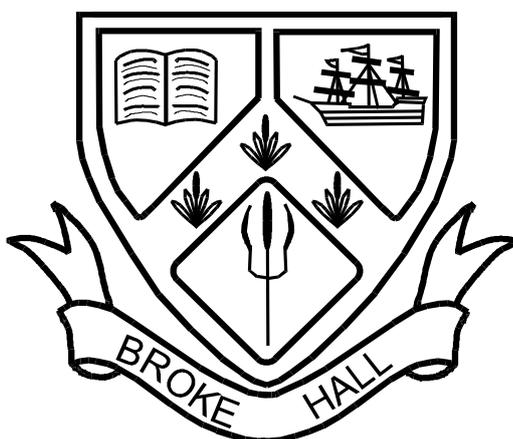


**Unique Policy Number: 92**

## ***Broke Hall Community Primary School***



### **Nursery Admission Policy & Procedures Issue 6**

#### **Document Control**

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Comments</i>
<i>Issue 1</i>		<i>J.Barr</i>	
<i>Issue 2</i>		<i>J.Barr</i>	
<i>Issue 3</i>	08.10.19	<i>J Barr</i>	
<i>Issue 4</i>	November 2020	<i>R Fairs</i>	
<i>Issue 5</i>	November 2021	<i>R Fairs</i>	
<i>Issue 6</i>	November 2022	<i>R Fairs</i>	

**Owner:** SLT

**Approver:** FGB

**Statutory Policy:** Yes

**Review Cycle:** 1 Year - Autumn Term

**Approval date:** 22.11.2022

**File reference:** P92 - Issue 6- 22.11.22 - Nursery Admission Policy & Procedure

**BROKE HALL NURSERY ADMISSIONS POLICY & PROCEDURE  
FOR THE NURSERY CLASS 2022-2023**

**1. AIMS**

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- 1.4 To provide high quality child centred nursery education to children and families in our community

**2. NURSERY SESSION OPTIONS**

2.1 Broke Hall currently has the capacity to have 52 funded part time places if there is sufficient demand. We can offer are 26 places in the morning 8.30 -11.30 a.m. and 26 places in the afternoon 12.30 -3.30 p.m. If there is not enough demand to make both sessions financially viable, the school may only run one session per day.

**3. CRITERIA FOR ADMISSION TO THE NURSERY**

3.1 Parents will be required to complete an Application form for Broke Hall School Nursery<sup>1</sup>and produce the child’s birth certificate and proof of address before any offers is made.

3.2 The Governors of the school will offer children a place in the nursery if they have turned 3 prior to September 1st 2023. If space allows, the governors will offer nursery places based on the table below.

<b>Birthday</b>	<b>Free early education from beginning of</b>
1st September to 31st December	Spring Term (after Christmas holiday)
1st January to 31st March	Summer Term (after Easter holiday)
1st April to 31st August	Autumn Term (after Summer holiday)

3.3 Upon acceptance of a place at Broke Hall School Nursery, parents must complete all paperwork required in the Parent Handbook and the Parent Authorisation form (PAF)

3.4 As Early Years funding to schools is based on the number of sessions attended we will allocate places first to children wanting five sessions per week.

3.5 Admission to Broke Hall Nursery is based according to the criteria, in the following order of priority.

a. Children wanting to take their **full** free entitlement of 15hours with Broke Hall School Nursery

---

<sup>1</sup> See Appendix A

b. Children aged three or four years old who have an Education, Health and Care plan which names Broke Hall School nursery will be offered a place.

c. Looked after Children (Children in Care) and previously Looked after Children\* (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).

*Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

d. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified

e. Date of birth- we will allocate places in each school year group in date of birth order (oldest to youngest).

f. Siblings - siblings refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister

*Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already attend the school full time (not the nursery) or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.*

***Twins, triplets and other multiple births:***

*Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.*

g. Children who are **ordinarily resident** in the catchment area<sup>2</sup>.

*By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at this school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents*

---

<sup>2</sup> Catchment Areas are defined in Ipswich, Purdis Farm and Rushmere St Andrew Catchment List

*must provide evidence in writing to confirm the child's living arrangements at the time of application.*

h. Children living nearest to the school. Distance will be measured using a route planning application related to the normal walking route from the child's home address to school.

i. Children of UK service personnel

*The school nursery supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quatering area address.*

j. Children of Gypsies, Roma, Travellers, refugees and asylum seekers

*We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our nursery if that is deemed to be the best way to meet the needs of the child and family.*

### **3.4 Tie Break:**

If it is not possible distinguish between applicants in a particular category (a tie break), Broke Hall will allocate the relevant places by a random ballot.

### **3.5 Oversubscription Criteria**

If Broke Hall School Nursery receives more nursery applications than places available, the decision on whether a place can be offered will be made in accordance with the admissions criteria set out in Section 3. In cases where parents feel that the policy has not been applied correctly, they can write to the CEO of the CET who will consider their appeal.

### **3.6 Waiting lists**

Parents can apply for places at Broke Hall School Nursery at any time. The application will be placed on the school's waiting list. However, parents should be aware that places are offered on the above criteria (see Section 3.5) and not on the length of time that the application has been on the waiting list.

### **3.7 Procedures**

Within the above criteria, each application is always considered very carefully on its individual needs. All applicants will be required to complete an application form and hand in to the school office by Friday 12th May 2023 for the September 2022 intake. With the application forms parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged. All applicants will receive a letter, informing them of whether they have a Nursery place.

#### **4. NURSERY INTAKE**

4.1 The Nursery Class has an intake in September of children who will be 4 years old during that academic year.

4.2 Any spare places will be allocated during the year, as they become available, providing that the child passed his/her third birthday before 1st September 2023.

#### **5. DECISIONS ON PLACES**

5.1 Decisions will be made by Friday 26<sup>th</sup> May 2023. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

5.2 Decisions will be final and there is no right of appeal

5.3 The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in one of the Reception Classes.

5.4 Parents who accept a place will be expected to commit to taking up the place and hours for the rest of the academic year.

5.5 If a parent chooses not to claim funding for the full 15 hours, the school may offer the place on the days that the child does not attend to another pupil.

5.6 Parents who accept a place will be expected to complete the appropriate forms

#### **6. PRE SCHOOL PROVIDERS VISITS**

6.1 These will be made at the end of term prior to the child taking up their place.

#### **7. LEAVERS DURING THE YEAR**

7.1 If a child is withdrawn by their parents from nursery during the school year, we require that parents give the school a minimum of 4 weeks' notice. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

#### **8. ATTENDANCE**

8.1 If attendance and/or punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder.

8.2 If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents inviting them to meet with the Headteacher.

#### **9. TRANSFER FROM NURSERY INTO SCHOOL**

9.1 All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct Local Authority Admissions Procedure.

9.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

Appendix A



**APPLICATION FOR ADMISSION TO  
BROKE HALL SCHOOL NURSERY**



Childs Surname	First Names:
Date of birth:	Gender:
Is your child a 'Looked After' child? YES/NO Is your child Adopted? YES/NO	Siblings at Broke Hall: YES/NO Names:
<b>Does your child have Special Educational Needs or Disabilities YES/NO</b>	
Full address: ..... .....	
Post Code.....Mobile No/Telephone No:.....	
Email address.....	

Please indicate your preferred session <b>AM</b> or <b>PM</b>	MON	TUE	WED	THU	FRI	
<b>Please indicate the days you would like your child to attend. (Preference will be given to children wanting 5 sessions)</b>						

This is my catchment School      YES        NO   

**A copy of your child's birth certificate and proof of address is required when submitting your application.**

I confirm that I agree for any written records on my child's development or learning to be passed on to the next provider or school

Name of Parent/Carer (BLOCK CAPITALS):	
Signature of Parent / Carer:	Date:

**It should be noted that admissions to any nursery even those attached to a school does not guarantee admission to the reception class of a particular school. Parents must follow normal procedures when applying for full-time education.**

FOR OFFICE USE ONLY:

Passport/Birth Certificate seen Yes/No    Reference No. ....    Proof of address Yes/No

In catchment    Yes/No.

Date Received:.....

