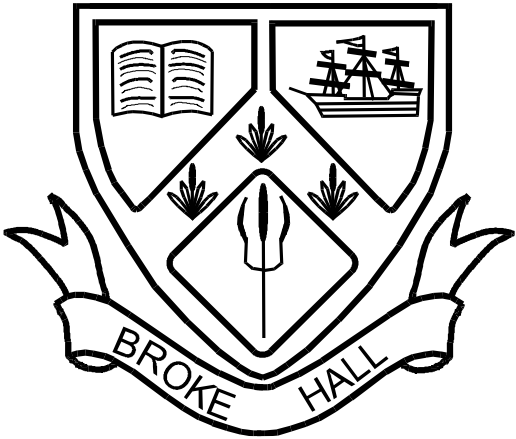


Unique Policy Number: 92

Broke Hall Community Primary School



Nursery Admission Policy & Procedures 2025-26 Issue 9

Document Control

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<i>Issue 7</i>	March 2023	<i>RFairs</i>	<i>To reflect offer of 30 hours per week</i>
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BROKE HALL NURSERY ADMISSIONS POLICY & PROCEDURE
FOR THE NURSERY CLASS 2025-2026

Aims

Our aims are:

- To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 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.
- To provide high quality child centred nursery education to children and families in our community

Eligibility

Your child can stay in nursery until the end of the academic year following their 4th birthday.

Attendance at Broke Hall Primary School Nursery does not guarantee a place at Broke Hall Primary School and parents must apply separately for a place at Broke Hall or to an alternative school of their choice.

Places are offered on sessional availability. We are able to offer places to children taking up their entitlement to universal government funded hours of up to 15 hours per week.

We offer sessions up to a maximum of 30 hours per week to working parents of 3 and 4 year olds who meet the eligibility criteria (please see <https://www.gov.uk/childcare-calculator> or <https://www.suffolk.gov.uk/> for further information) and are approved in accordance with our admissions policy.

It is very important that parents who think they are eligible for the 30 hours extended funding apply using the on-line checker on the Government website, mentioned above, the term before their child is due to start Nursery, e.g. those starting in the Autumn Term must apply during the Summer Term.

A child turns 3 and the parent carer gets a code between these dates:	Up to 30 hours childcare starts from:
1 January to 31 March	1 April
1 April to 31 August	1 September
1 September to 31 December	1 January

If successful, they will be given an on-line eligibility code which must be given to the school when completing the school's official "Offer of a Nursery Place" Form.

In addition to this, parents of children who do not qualify for the 30 hour entitlement can apply for fee paying places – see our Charges and Remissions Policy

Nursery Sessions

Broke Hall currently has the capacity to have 52 nursery sessions available each day which are taken in 3 hour blocks. Our Nursery is open for 38 weeks of the year (term time only).

Our session run form 8.40am – 11.40am and 12.20pm-3.20pm

Children can access our lunchtime provision on Monday to Friday for an additional daily cost to cover lunchtime supervision. This does not form part of the universal 15 hours' free entitlement or the 30

hours' extended entitlement. Alternatively, children accessing the 30 hours' extended entitlement or attending Nursery for a full day as part of their 15 hours' entitlement, may choose to go home for lunch and return for the afternoon session.

Purchased Hours

Parents who do not qualify for the 30 hour extended entitlement can apply to purchase additional sessions (in 3 hour blocks) subject to availability. Please see our Nursery Charges and Remissions Policy for further details and late/non-payment of fees schedule.

Allocation of Places

A child is eligible to start Nursery in the term following their 3rd birthday, although parents can apply for a place at any time.

All applicants will be required to complete an application form and hand in to the school office by **25th April 2025 for the September 2025 intake.**

Parents will be required to complete an application form for Broke Hall School Nursery¹ and produce the child's birth certificate and proof of address before any offers is made. If applying for the full funded 30 hours the on-line eligibility code must be included on the application form.

All applicants will receive a letter, informing them of whether they have a Nursery place.

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)

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.

Oversubscription Criteria

If there are more applications than places available, the school will use the following criteria to allocate places:

- a) 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.
- b) 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).
- c) 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
- d) Children wanting to take their **full** free entitlement with Broke Hall School Nursery (30 hours)
- e) Date of birth- we will allocate places in each school year group in date of birth order (oldest to youngest).
- f) Siblings of pupils at Broke Hall School.
- g) Children who are **ordinarily resident** in the catchment area².

¹ See Appendix A

² Catchment Areas are defined in Ipswich, Purdis Farm and Rushmere St Andrew Catchment List

- 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
- j) Children of Gypsies, Roma, Travellers, refugees and asylum seekers

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

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.

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 and not on the length of time that the application has been on the waiting list.

DECISIONS ON PLACES

Decisions will be made by Friday 23rd May 2025 for an offer of a place at the start of the Autumn Term 2025.

Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

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

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

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.

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

PRE SCHOOL PROVIDERS VISITS

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

LEAVERS DURING THE YEAR

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.

TRANSFER FROM NURSERY INTO SCHOOL

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.



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



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

Please indicate your preferred sessions by ticking all the appropriate boxes	MON	TUE	WED	THU	FRI
Mornings 0840-1140					
Lunch Period 1140 – 1220 (Fee applies per child per day, £2.50 excluding lunch and £5.00 including a school meal)					
Afternoons 1220-1520					
30 Hour Code (Required at time of application)					

Please name any other pre-schools that your child is/will be attending

Will you be splitting your funding? YES/ NO

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

Parent / Carer Details :

Parent 1 :

Title Mr / Mrs / Miss / Other
Full Name (First and Surname)
Parental Responsibility: Yes / No
Home address (if different from childs overleaf):
Mobile No/Telephone No:..... Email :
Place of Work and Work Telephone Number :

Parent 2 :

Title Mr / Mrs / Miss / Other
Full Name (First and Surname)
Parental Responsibility: Yes / No
Home address (if different from childs overleaf):
Mobile No/Telephone No:..... Email :
Place of Work and Work Telephone Number :

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

The above information is true to the best of my knowledge and belief. I understand that if a place is offered on the basis of any false information given by me, the place can be withdrawn at any time.

I authorize the school to claim for funding of the sessions I am entitled to.

Parent/Carer Signature :

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:

Country of Issue	
Date of Issue	
Reference Number	
Name Verified	Yes / No
DOB Verified	Yes / No

Proof of address Yes/No In catchment Yes/No. Date Application Received:.....

Date of Verification : Carried Out by :