



Headlands CE J I & N School Nursery Admissions Policy

The Headteacher and Governors of the school are responsible for making decisions regarding admissions to Headlands Nursery. The Headteacher will oversee the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

Age Range

Headlands Nursery is able to provide free early years provision for children from the term following their third birthday, if there is an available place.

Child's 3rd birthday falls between:	A place can be accessed from:
1 January and 31 March	1 April (or the start of the Summer Term)
1 April and 31 August	1 September (or the start of the Autumn Term)
1 September and 31 December	1 January (or the start of the Spring term)

Applying for a Nursery place

An admissions list of children's names and the names and addresses of the parents who have requested a Nursery place will be retained. The following deadlines will be met:

Term start date:	Application deadline:	Parents will be notified by:
Autumn Term	1 May	1 June
Spring Term	1 October	1 November
Summer term	1 February	1 March

These deadlines will be followed each year but often places will fill up in the Autumn Term. The length of time a child's name has been on the admissions list will not be taken into consideration.

Parents will be informed by letter whether it has been possible to allocate their child a place.

Data Protection

All personal information will be processed under strict data protection guidelines, following the General Data Protection Regulation. Please see our Privacy Notice on the school website which explains how your personal information is processed.

Allocation of places

All children will be considered equally for a Nursery place regardless of whether they may eventually apply for a place in our Reception class in school. A child attending Headlands Nursery is not given priority into our Reception class. Parents will need to apply separately for a Reception class place by using the online Parent Portal on the Kirklees website.

Criteria for admission into Headlands Nursery

We will endeavour to meet parents' preferences for Nursery places, however, children entitled to 30 free funded hours will be given priority. If there are more applications than places available specific criteria will be used.

The criteria

If there are fewer applicants than there are places available at the application deadline everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria which are considered in strict order of priority as follows:

- 1) Children in public care (Looked After Children) and children who were Previously Looked After;
- 2) Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
- 3) Children who live in the school's PAA;
- 4) Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule);
- 5) Children who live outside the school's PAA.

Waiting List

Once places have been allocated children who are unsuccessful in securing a Nursery place will be added to a waiting list. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered termly. Only in exceptional circumstances will children be able to start in Nursery mid-term. The funding system is calculated termly with all children being head counted on a specific date in accordance with DfE deadlines.

Parents may choose not to accept the offer of a place for their child. They must however indicate whether they wish their child's name to remain on the waiting list for admission in the following term or if a place becomes available. They will then be considered for a Nursery place along with any other eligible children. This may mean that we have no available places and a place at another setting may need to be sought.

Transfers

Transfer from one Nursery to another can only happen at the start of a term unless there is a significant change of address. A transfer is dependent on a place being available.

Right of appeal

As Nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be pleased to discuss any concerns parents may have about the allocation of places.

Places

At any one time we can offer up to 20 places that are funded for 30 hours and up to 12 places that are funded for 15 hours (6 places for morning sessions and 6 places for afternoon sessions).

Funding

We are able to provide either 15 or 30 hours funded childcare places.

The universal 15 hours funded places are available to all children aged 3 & 4. Children are able to attend either 5 morning (9.00am to 12.00pm) or 5 afternoon (12.00pm to 3.00pm) sessions.

30 hours funded places are available to eligible children. For more information on eligibility and how to apply please visit the following website: <https://www.childcarechoices.gov.uk>. Our 30 hour sessions run from 9.00am to 3.00pm. If your child is eligible for 30 hours funding parents must provide their eligibility code, National Insurance number, child's date of birth and signed consent form for the school to verify the code. Parents must ensure that they reconfirm their eligibility code when prompted by HMRC.

If your circumstances change and your child is no longer eligible to 30 hours funding they would continue to attend Nursery sessions until the end of the grace period. After that, your child may continue to attend Headlands Nursery for 15 universal hours which can be taken every morning or afternoon.

Parents are able to purchase additional sessions above the 15 hour funding subject to availability. These sessions are agreed on a termly basis if you are accessing fewer than 5 additional sessions per week and can be withdrawn at the end of a term. Parents would be given 20 working days' written notice of the sessions being withdrawn. If you are accessing 5 additional sessions per week the agreement will carry on into the following term unless you give us 20 working days' written notice. Details can be found on our Nursery Charging Policy.

The childcare funding is not intended to cover consumables or trips therefore parents must send their child with a packed lunch if they are accessing full days. All additional costs must be paid for via Parentpay, our on-line payment system. We provide childcare for 38 weeks of the year (school term time only).

Disability Access Fund (DAF)

From April 2017 the DfE have awarded schools £615 per year to support children in receipt of Disability Living Allowance (DLA). Please let us know if your child receives DLA.

Special Educational Needs and Disability (SEND)

The school will admit a child with Special Educational Needs where the school is named on the Education Health Care Plan. The school has a SEND policy which is available on the school website.

Early Years Pupil Premium (EYPP)

Some Nursery children will be eligible for EYPP funding. EYPP will be calculated on the information provided on the Parent Agreement. Kirklees Council carry out a termly check for eligibility and will notify the school. Eligible parents will then be notified termly in writing by the school.