

**Maintained Nursery Classes
Co-ordinated Admission Arrangements
2023 – 2024**

Reviewed by Governing Board	Planned date of review
30 April 2024	Spring 2025



1 Introduction

- 1.1 All children are entitled to a government funded nursery place the term following their third birthday.
- 1.2 All children are eligible for up to 15 hours; this provision is classed as 'universal entitlement'.
- 1.3 Some children are eligible for up to 15 additional hours; this provision is known as the 'extended entitlement' or 'working parents entitlement'. Parents/carers'/carers' eligibility for the extended entitlement will have to be verified prior to child starting at the nursery. Uplands Primary School and Nursery will make clear to parents/carers the position on the extended entitlement and hours of operation.
- 1.4 For nursery places, each school and their Governing Board are responsible for admissions to non-statutory-aged schooling. Uplands Primary School and Nursery adheres to this nursery admissions policy in order to carry out their duty to admit nursery children on a consistent and fair basis with other schools.
- 1.5 The cost of provision for any hours over and above the government-funded hours, whether that is Universal or Extended, is £6.00 per hour.
- 1.6 Parents/carers/Carers of all children receiving provision at Uplands Nursery will be expected to sign a copy of the Uplands Nursery Contract as acceptance of their place at Uplands Nursery. This contract will be the guidance on which all nursery places are offered and accepted.
- 1.7 Uplands Nursery has 32 places in each session (morning, lunch and afternoon. All places are allocated flexibly.
- Morning sessions run: 08:45 – 11:45
 - Lunch sessions run: 11:45 – 12:30
 - Afternoon sessions run: 12:30 – 15:30

2 Admission Dates

- 2.1 Children are admitted at the start of the term after their third birthday. Uplands Primary School and Nursery is not designated to admit 2 year olds. The only exception to this is early starters who, if allocated a place as per the criteria below, are admitted at a date following their third birthday.

- 2.2 The timetable for applications is as follows:

If child is three on or between	Applications to be made to setting by	Offer of Provision sent via email	Contract to be returned by	Child is eligible for 15 (30, if requirements met) hours of fee-funded provision in
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				the term following their third birthday
1 st April and 31 st August	28 th February	21 st March	11 th April	Autumn Term (September)
1 st September and 31 st December	31 st May	20 th June	11 th July	Spring Term (January)
1 st January and 31 st March	31 st October	21 st November	12 th December	Summer Term (April)

2.3 All places are allocated according to the above timetable and the admissions criteria. Once the closing date has been reached, the places are allocated on a first come, first served basis or on our early starter application criteria (see below). No places will be reserved for children for any reason.

2.4 If, after the offers have been made, places are still available (or one becomes available, if the provision is full), they will be offered according to the published criteria, or on a first come, first served basis.

2.5 Early starter applications

2.5.1 Uplands Nursery will accept applications from children who wish to start in the term they turn three on a case-by-case basis and they will only be accepted and processed in the preceding term. This is to ensure that the above process for allocating places is not affected. Children will be able to attend from the day after they turn three.

2.5.2 Notice is required to change sessions (particularly when wishing to increase hours) and where possible these will be implemented on a half termly basis, with the following dates set for requesting changes to hours.

Deadline for requesting change to hours	Increased hours take effect from
30 th September	31 st October
30 th November	31 st December
31 st January	28 th February
31 st March	30 th April
1 st May	31 st May

3 Entitlement to a Nursery Place

3.1 The universal entitlement is for up to 15 hours per week for 38 weeks of the year, up to 570 hours over the course of a year. At Uplands Nursery, the 15 hours are available in a flexible format (i.e. a combination of days or morning/afternoon sessions), with a minimum of 2 sessions per week.

3.2 Parents/carers/carers may request less than 15 hours per week. Any unfilled hours can be offered to other children, but not from within that parent's/carer's government funded entitlement.



- 3.3 The extended entitlement allows parents/carers/carers to access up to a further 15 hours entitlement per week, should they meet the eligibility criteria.
- 3.4 A parent/carer has the right to access the extended entitlement at more than one setting.
- 3.5 There is a separate admissions process and policy to apply for a school place in Reception at Uplands. The offer of a place at a nursery does not give priority to an application made for a school place. Parents/carers/carers of children in nursery classes must complete an application form via the School Admissions Team in order to request a full-time place in school.

4 Allocating Nursery Places – Universal

- 4.1 If there are more applicants than universal places, the school will allocate places in accordance with the criteria below.
- 4.2 Uplands Primary School and Nursery is responsible for administering the Uplands Nursery Admissions Policy. Parents/carers/carers must contact Uplands directly when applying for a nursery place.
- 4.3 All applications must be made on an Uplands Primary School and Nursery application form.
- 4.4 Parents/carers/carers will be notified when a universal place is offered. Parents/carers are required to complete the Contract and return to Uplands Primary School and Nursery. If a parent/carer does not respond to the offer letter, the school will make reasonable efforts to contact the parent/carer before the place is offered to the next eligible child.
- 4.5 Following an offer of provision, a child is expected to take up the place from the offered start date. If the child has not taken up the place after two weeks and a satisfactory explanation has not been provided to the school, then the offer of a part-time place can be removed.
- 4.6 Uplands Primary School and Nursery will record that they have taken a copy of the child's birth certificate and proof of address in the form of their current council tax notice or alternative proof of address document. Parents/carers will not be eligible for any Government funded hours if Uplands does not receive a completed Parent Declaration Form when requested.

5 Allocating Nursery Places - Extended

- 5.1 The Parent Declaration for the Free Entitlements will enable parents/carers to insert their extended entitlement eligibility code (11-digit DERN). It is a parent's/carer's responsibility to provide this number along with their national insurance number and child's date of birth to enable an eligibility check to be carried out. This information will be required to be given



to the school in the term before the child starts nursery in order for eligibility checks to be processed and funding applied for.

- 5.2** If there are more applicants for extended places than there are spaces available, the school will allocate them in accordance with the criteria below. All applications, regardless of status of government entitlement will be processed at the same time. Places are only allocated in accordance with the criteria below.
- 5.3** Parents/carers will be notified writing when an extended place will be available. When applying for extended provision funding, it is made clear that the entitlement has a start date and an end date. The school also holds this information and can supply it to a parent/carer upon request. It is the parent/carer's responsibility to ensure all extended provision claims are renewed as per the Government's timetable.

6 Attendance – Universal and Extended

- 6.1** It is a school's responsibility to ensure that children are attending regularly and for the number of hours per week that are being claimed and detailed on the Parent Declaration Form. Occasional holidays and sickness absences are acceptable.
- 6.2** As part of safeguarding arrangements, all nurseries must contact the parent/carer when a child does not attend. If no information relating to the reason for the absence has been received, the school must contact the parent on the first day of the child's absence; reasons for absence must then be recorded on the child's file along with the expected return date.
- 6.3** If the child does not return on the expected date from an absence, then the school must make a follow-up call to the parent/carer to establish reasons and whether the child is going to continue with their government-funded place.
- 6.4** If any child has what is deemed to be irregular attendance, then it is the responsibility of Uplands Primary School and Nursery to remind the parents/carers that the 'free' place is a funded place, and that continued irregular attendance could lead to a reduction of hours, or the place being withdrawn and offered to another child.
- 6.5** Where there is a persistent absence of more than two weeks in any term without a justifiable reason, then the school should notify parents/carers that the provision will be revoked and the place will be offered to another child. Uplands Primary School and Nursery will specify to the parent/carer the date that the provision will end. The available provision will be re-allocated.

7 Exceptional Circumstances

- 7.1** No child (other than Early Starters, as defined above) should ever be admitted prior to the term following their third birthday, unless there are exceptional circumstances. Each



case would be considered on its own merit, taking into account the views of the appropriate professionals.

7.2 Examples of exceptional circumstances are:

- A child with a complex disability;
- A child involved in an active Child Protection Plan where there is no suitable age appropriate provision within the local area that could be accessed.

8 Uplands Nursery Admissions Criteria

8.1 Where Uplands receives more applications than places available, children will be admitted in the following order:

- Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
- Children who have an older brother or sister in Uplands Nursery or Uplands Primary School at the time of the applicant's admission. These siblings include children living as siblings in the same family unit, and at the same address as the child, and for whom the applicant has parental responsibility.
- If no distinction can be made between the applicants, or if they do not fulfil any of the above criteria, a decision will be made on the radial distance (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.
- In the event that two or more children live the same distance from Uplands Nursery and it cannot be separated by any other means, (e.g. where families live in flats and there are fewer places available), then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the school.
- Other children by age order (admitting eldest first).