



Admission Policy and Procedures

Rationale

- This document sets out to describe the admissions policy in Hetton Lyons Nursery
- It is written in conjunction with the Sunderland Admission to Nursery Policy

Purpose

- To set out the procedure for registering a child for nursery grant funded places
- To set out procedure for admission to nursery
- To set out the procedure for registering a child for childcare
- To set up procedure for admission to childcare

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Procedure for 2 year old grant funded places

- Parents are asked to fill in the eligibility form on the Together for Children website, record the voucher number they received and submit to the nursery as verification of eligibility.
- Parents unable to complete application on their own are supported by staff through the practitioner portal.
- Availability of places within the two year old room is collated each term and the number of places allocated.
- If an application is successful and a place available the parents/carers will be contacted to organise induction.

Procedure for 3 & 4 year old grant funded places

- Parents are asked to complete an online registration form after anytime after the child's second birthday
- Parents are asked to indicate as to whether they are likely to qualify for a funded 15 hour place or a 30 hour place and information is gathered on possible preference of session.
- There are two intakes a year, the child is admitted to nursery in September after their third birthday or in January if their 3rd birthday falls between September and December
- An offer of place is sent out at the end of April (for September entrants and November (for January entrants).
- Parents are asked to return acceptance forms including code number for children qualifying for a 30 hour place. If a code is not received a 15 hour place will be offered.
- It is the parents responsibility to check the 30 hour eligibility code with HMRC termly, if the parents do not complete this in the timescale and their code is not revalidated then 15 hours will be offered, support through the process will be provided to parents

Admission Criteria for funded places

If there are not enough places available for all applicants 3 to 4-year-old age group we will allocate places in the following order:

- Children who will have their fourth birthday during the current academic year and would only have the opportunity to benefit from three terms of nursery education.
- Children who will have their third birthday during the autumn term of the current academic year.
- Children who will have their third birthday during the spring term of the current academic year.
- Children who will have their third birthday during the summer term of the current academic year.

If within any one group there are more applicants than places available then places will be allocated by applying priorities 1 to 7 listed below:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who have exceptional medical or physical barriers to learning. (see point A)
3. Children who will access either their **full universal entitlement** or **full extended entitlement** within this nursery.
4. Children who live in the school's catchment area.
5. Children who live in Sunderland and who will have a brother or sister at the school
6. Other children who live in Sunderland.
7. Children who live outside Sunderland, but only if places are otherwise likely to remain available during the academic year.

Tie Breaker

If, after applying all of the above, there is a tie between two or more children then priority will be given to the child or children that live nearest to the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Change in circumstances

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If a child becomes eligible for the extended entitlement at any point after the closing date for applications, then that child will be offered the extended entitlement subject to the admission criteria set out above. If no place is available, the child will be placed on the waiting list for the extended entitlement.

If a child loses their eligibility at any point after the allocation of places, parents/ carers and Headteacher will agree the pattern of attendance for the universal entitlement.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Procedure for admission to paying childcare spaces

- The school is registered for 9 baby places per day (6 months to 2 years) and 30 for 2-8 year.
- Children can be registered at any age and are placed on a waiting list
- If there is oversubscription to the nursery, priority will be given (in line with the Sunderland Schools admission criteria) to firstly
 1. 'Looked-after' child – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
 2. A sibling link
 3. Exceptional medical or psychological reasons
- Parents can select any days or session they require childcare, when a place becomes available a member of staff will contact the parents and let them know what is available the parents will indicate whether they require the place or not. This process is carried out for 3 intakes September January and April.
- Babies are not admitted until they reach the age of 6 months unless there

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are exceptional circumstances.

- Parent completes a contract and information form
- If the contract is cancelled by either party notice of 1 month must be given

Parents and carers may appeal the decision through a written letter to the governing bodies appeals committee.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedure.

Induction process

- A home visit is arranged for all new starters to complete paper work and for parents children and staff to meet.
- Children's attendance times are staggered over the first week, with the first 2 sessions attended by the child and carer.
- If a child has difficulty settling staff and parents negotiate a longer induction period
- In April, any children currently attending the nursery through funded 2 places or paying childcare are offered 15 hours funded places or 30 if there are places.

Equal Opportunities

We aim to ensure that everyone is treated the same and there is no discrimination on the grounds of gender, race, religious beliefs, ethnic or national origin, sexuality, age, disability or their personal beliefs or circumstances.