



# Buckingham Park

Church of England Primary School

Excellence, through God who strengthens us

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# School Policy Document

## Nursery Admissions Policy

### 2021/2022

<b>Date Adopted by Full Governing board:</b>	July 2021
<b>Last reviewed on:</b>	01/07/2021
<b>Next review due by:</b>	01/06/2022

## 1. Aims and expectations

- 1.1. At Buckingham. Park Church of England Primary School it is important that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, built on a clear Christian foundation and rooted in Christian values. We aim to provide the highest quality all round education, for each and every child, in partnership with parents, within the context of a Christian community. In short, 'Excellence, through God who strengthens us'.
- 1.2. Buckingham Park Church of England Primary School is committed to creating a school community where exemplary behaviour is at the heart of productive learning. Everyone, staff, children and parents alike, are expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour, and encourage others to do the same.
- 1.3. All school policies are therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.
- 1.4. The school has a set of values that are based on Jesus' Sermon on the Mount. These are a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. These values are displayed below:

We are kind, helpful and polite  
We do our best  
We are honest  
We share  
We are peacemakers  
We forgive others  
We take care of everything, and everyone

- 1.5. The school expects every member of the school community to behave in a considerate way towards others and by following these set of values
- 1.6. We treat all children fairly and apply this behaviour policy in a consistent way.

## 2. Background

As a registered provider we are legally bound to meet the requirements of the Early Years Foundation Stage Framework and Ofsted regulations. The children learn through investigation and exploration through a combination of adult –led and child initiated experiences, whilst following the Early Years Curriculum set by the DFE. They are encouraged to participate in a wide range of activities. The Governing Body of the school is responsible for determining and administering the Policy relating to the admission of pupils to the Nursery.

## 3. Aims

- Our aims, to promote the values of our Nursery, are in line with the ethos and high expectations of our school. We want to create a caring and stimulating learning environment where children are nurtured and flourish.
- Our aims are to provide high quality child-centered Nursery education in modern and well-resourced premises.
- Our aims are to work in partnership with parents to provide a secure, stimulating and happy environment in which the individual needs of all children will be valued.

## 4. General Information

4.1. Buckingham Park Church of England School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community and we expect parents to respect the Christian ethos of our school and its importance to our community.

4.2. This policy applies to admission to the school's **Nursery Class**. The School (from Reception through to Year 6) has its own admission policy which is available from the School. **A place in the Nursery, or an offer of a place in the Nursery, does not guarantee admission to the School – All parents must apply for a school place through the Local Authority admission scheme.**

4.3. The governors have made every effort to ensure that these arrangements comply with the School Admissions Code and all relevant legislation including that on equal opportunities.

4.4. A child is entitled to 15 hours a week, Government funded learning and care in an Early Years setting from the start of the term following their third birthday, for 38 weeks in a full year. The key dates, for the purposes of admission, are 1 January (Spring Term), 1 April (Summer Term) and 1 September (Autumn Term). Our provision is for term time only and in conjunction with the schools term dates which can be found on our website:

<http://www.buckinghampark.org/>

4.5 We are now offering 30 hour flexible entitlement, meaning that children in Nursery may attend for six hours a day, with the option of a **chargeable lunch club**. Our expectation is that all children who are offered a place must attend for at least every morning session each week (8.30 a.m. - 11.30 a.m.). If you do not meet the criteria for 30 hours funding, there may be a possibility of paying for extra sessions. **These sessions would not be offered on an ad hoc basis, only contracted days agreed in writing. If you require**

**any amendments to your contracted hours, notice must be given in writing 4 weeks prior to any changes being confirmed.**

4.6 The Nursery morning session runs from 8.30 a.m. to 11.30 a.m. and the afternoon session from 12.30 p.m. to 3.30 p.m. The morning sessions are funded by Universal 3 & 4 year old free entitlement. We also offer a chargeable lunch club at £5.00 per day and afternoon sessions. The afternoon sessions are £13.50 per session or funded by extended entitlement. You are eligible for the extended 30 hours of free entitlement if you meet the following criteria:

- Both parents earn, on average, equivalent to 16 hours per week at minimum wage or higher, or one parent in single parent households.
- Parent's individual salary must be less than £100,000.00

You will need to obtain an eligibility code from [www.buckscc.gov.uk/services/education/early-years-and-childcare/free-early-education-and-childcare/](http://www.buckscc.gov.uk/services/education/early-years-and-childcare/free-early-education-and-childcare/) in order to complete the required documentation to take up the afternoon sessions in the Nursery. If verification is unsuccessful you can still opt to pay for afternoon sessions at £13.50 per session.

4.7. Buckingham Park Church of England Primary School Nursery can accommodate a maximum of 39 children per session. The session times are 08:30 a.m. to 11:30 a.m. and 12:30 p.m. to 15:30 p.m. Parents are offered morning sessions (for 15 hours funded places) or morning and afternoon sessions (for 30 hours funded places) but may take up less than five sessions if they access care in an additional Early Years setting. We will need to know that your child is dual registered so please do speak to the school office if this applies to you. If attending for 15 hours your child will be given a morning space only. There is no option to attend full days using your 15 hours Universal funded sessions. The 15 hours funded places are 3 hours a day for 5 days a week.

4.8. The Governing Body reserves the right to operate a single session each day (the morning session) if there are too few applications to operate two sessions in any given term.

## **5. Funding**

5.1 All places are offered on a termly basis (September – Autumn Term, January – Spring Term and April – Summer Term).

- 3 and 4 year olds funding universal 15 hours – remainder of our spaces are available for pupils the term following their third birthday.
- 3 and 4 year olds Extended 30 hours funding – There are a limited number of spaces (dependant on staff ratios) for pupils to attend in the afternoon sessions from 12.30 p.m. to 3.30 p.m. You can choose to either collect your child at the end of the morning session (11.30 a.m.) or return them for the afternoon session (12.30 p.m.), or we do offer a **fee paying lunch club** where children will be fully supervised whilst packed lunch is eaten (11.30 a.m. to 12.30 p.m.) Please note that this fee is payable as per your contracted hours, irrespective of illness or government closure.

5.2 Once a child's place is confirmed the agreed sessions will be secured until a child leaves Buckingham Park to move to Reception Year. **If you wish to reduce your extended 30 hours to the universal 15 hours or leave Buckingham Park CE Primary School we must receive a half terms notice.** If you wish to leave sooner

then you may, but you will not be able to claim your Free Entitlement funding with another provider for the remainder of that term.

### 5.3 Three and Four Year Olds – Universal Entitlement

- All three year olds are entitled to access early education funding from the start of term following their third birthday. Children remain eligible until they reach compulsory school age or until they are admitted to a Reception class of a school.
- A signed Parent/Provider Agreement for Free Entitlement – Universal 3 and 4 year olds (PPA-U) must be completed before funding period begins and to confirm which setting receives the termly funding.

### 5.4 Three and Four Year Olds Extended Entitlement (Working Parents)

- A child will be entitled to the free 30 hours Nursery provision from the academic term after both of the following conditions are satisfied:
  1. Child has attained the age of three.
  2. The child's parent has a current positive determination of eligibility from HMRC.
- The child's parent must apply for the additional entitlement through the Governments' online Childcare Service. Eligibility for the additional free hours is determined by HMRC through this online application:

<https://www.gov.uk/sign-in-childcare-account>
- The additional hours will only be funded at the start of the term following the 'Yes' decision by HMRC providing the parent receives the eligibility code start date by 31 March, 31 August and 31 December e.g. an eligibility start date of 1 January means the additional 15 hours will not be funded until 1 April.
- We have to verify your proof of eligibility (10 digit code) with Buckinghamshire Council and no place will be offered until we have confirmation.
- A signed Parent/Provider Agreement for Free Entitlement – Extended 3 and 4 year olds (PPA-E) must be completed before the funding period begins and to confirm which setting receives the termly funding.
- You are able to access the extended 30 hours funding at two different settings, however this must be declared on the agreement form. You must state which setting you are claiming the 15 hours universal funding for and which setting is providing the extended hours.

- It is the parent's responsibility to re-confirm the eligibility code every three months with HMRC. If this is not done and eligibility is not agreed then the extended entitlement place could be lost following a grace period.
- We are able to offer a lunchtime club from 11.30 a.m. to 12.30 p.m. which is available at £5.00 per day. This fee covers the cost of supervision. It **does not** include food and parents are responsible for sending in a packed lunch for their child.
- Payment must be made one month in advance of sessions received. All fees are non-refundable. If the invoice is not paid in advance, your child will not be permitted to stay for lunch and accrue more debt. Invoices are produced on the 1<sup>st</sup> of each month and payment is required by the 14th of each month. Invoices will be sent a month in advance and payment must be made via Parent Pay (an account will be set up for you to activate when your child is admitted to the school). We understand that for some families it may be difficult to make one large payment for the month, in these circumstances families may arrange to pay weekly in advance of their sessions. Please contact the finance team using the following email:
  - [finance@buckinghampark.org](mailto:finance@buckinghampark.org)
- Parents **are not** charged for Inset Days, snow days or any days which are cancelled by the school. Parents **will** have to pay for their contracted lunch club provision and refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staffing costs are incurred whether your child attends or not.

## 6. Attendance

6.1. It is very important that your child attends our Nursery regularly to benefit from the Early Years Education we provide. We therefore monitor all pupils' attendance and punctuality in line with the school's attendance policy. If we have any concerns with your child's attendance or punctuality the Headteacher may invite you in to discuss the issues. If following the meeting your child's attendance or punctuality does not improve then it may result in you losing a place at our Nursery.

## 7. Applying for a school place in the Nursery

7.1. Admission is by application only. If you are considering this school for your child please request a Nursery Application form from by writing to the school or telephoning the school office.

7.2. The school will allocate places for the following term, in accordance with the published rules, on the following dates (or the next school day following these dates):

30<sup>th</sup> September to start in the Spring Term (January)

31<sup>st</sup> January to start in the Summer Term (April)

30<sup>th</sup> April to start in the Autumn Term (September)

Parents are welcome to apply for a place at any time and any applications received after these dates will be considered at the time.

7.3. The governors will consider applications in accordance with the admission criteria. Parents will be informed by letter of their decision within 10 school days of the application deadline.

7.4. Parents may express a preference for a particular pattern of attendance and the school will make every effort to accommodate those preferences, where possible.

7.5. The final decision as to when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

7.6. In the event of there being too many applications for the number of places, the admission rules in section 8.2 will be applied.

7.7. Applications for earlier admission will not be considered.

## **8. How we allocate places (the Admission Rules)**

8.1. The Admissions Committee to the Governing body will apply the criteria listed below to all applications where they have received more applications than there are places available.

8.2. Once places have been allocated to children with a Statement of Special Educational Needs, the remaining places will be allocated in the following order:

i. Looked after child (see section 9.2)

ii. Children with a normal home address (see section 10) in the catchment area of the school (a map is attached to this policy), and with a sibling (see section 9.3) on the roll of the school at the time of the application and who is expected still to be in attendance at the time of entry to the school.

iii. Children with a normal home address (see section 10) in the catchment area of the school.

iv. Children with a normal home address (see section 10) outside the catchment area of the school and with a sibling (see section 9.3) on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.

v. Other children. Proximity of the child's home, as measured by the straight line distance between the home and the school (see section 9.4), with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to v should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted by a person independent of the school.

## **9. Definitions**

9.1 'Parent' is defined in law (The Education Act 1996) as either: a. any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or b. any person who has care of the child or young person. If you are in any doubt, please contact the school for advice.

9.2 A 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). For the purposes of admissions, we define a 'looked after child' as a child currently looked after, or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order. - Adoption order: as defined under Section 46 of the Adoption and Children Act 2002' - Residence order: an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the children's Act 1989 - Special guardianship order: an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989.

9.3 By 'sibling' we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

9.4 The 'straight line distance' will be measured as a straight line between the from the address point of the pupils house, as set out by Ordnance Survey, to the nearest school gate available for pupils to use.

## **10. Normal home address**

10.1 By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

10.2 To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- which parent is in receipt of child benefit
- where the child is registered with his/her GP



- any other evidence the parents may supply to verify the position.

10.3 We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with Buckinghamshire Council to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

10.4 We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

10.5 If parents move house after the application has been made, but before any offer of a place has been made, the School must be informed.

10.6 If parents are moving, we will ask for evidence of the move, before considering any application for a place.

10.7 We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. We will not accept an address where the child is resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we will require proof, and to see documentation.

## **11. Further Information**

11.1 For further information, please contact the school office:

Buckingham Park Church of England Primary School  
Jubilee Square  
Aylesbury  
HP19 9DZ

Tel: 01296 415687

Email: [office@buckinghampark.org](mailto:office@buckinghampark.org)

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Website: [www.buckinghampark.org](http://www.buckinghampark.org)



Signed: \_\_\_\_\_ Dan Fell, Head Teacher

Signed: \_\_\_\_\_ on behalf of the Governing Body

Date: 01/07/2021