

SOMERSET NURSERY SCHOOL

ADMISSIONS POLICY

At Somerset Nursery School we have adopted the Wandsworth Borough Council's admissions criteria.

Early Education in a maintained nursery school

In the maintained sector, priority for places is given to older children who will be turning 4 during the school year, the school year starts in September and ends in the following July.

If there are places remaining after children have started, places will then be offered to younger children. These children will start nursery the school term after their third birthday. For example if a child is three in October they can start in January of the following year.

The basis on which applications are offered also takes into consideration the following prioritising factors:

1. Children looked after, or who have an allocated social worker who has provided written support of the application, residence order, child arrangements order or special guardianship order who were previously looked after by the Local Authority;
2. Children who are recommended for a place following an action plan by a multi-disciplinary group e.g. Team Around the Child (TAC). In some cases where there is a particular need, places can be given to children from the age of two years. These children will be eligible for two year old funding and at Somerset we have 10 FTE places (10 places in the mornings and 10 places in the afternoons in our Robin Room.) An application form with a two year old eligibility code would need to be completed and places are offered by the Head at her discretion, based on the individual child's needs and circumstances.
3. Children with professionally supported educational, medical or social needs. Where these children may have specific special needs these places may be offered in-conjunction with a Local Authority Panel.

4. Children who live nearest to the school by a straight line between a home and the centre of the school site calculated by Wandsworth's Council Geographical Information System.

An application form must be completed in all cases which can be obtained from the school office or downloaded from our website below. In all cases a term's notice must be given where a parent wishes to remove their child.

www.somerset.wandsworth.sch.uk

Early Education Places

All children In England are entitled to receive a good quality, part time Early Education place from 1 September, 1 January or 1 April following their third birthday. (At Somerset Nursery School, the Head may use her discretion to allocate places where appropriate, there is no right to appeal as the children are not of statutory age). This is known as the 'Universal' entitlement, (a part-time place).

An Early Education place is up to 570 hours of education in an academic year which can be taken as 15 hours a week at Somerset Nursery (3 hours per day), 38 weeks of the year.

Part-time places are offered by the Head on an application basis. Part time places at Somerset Nursery School consist of forty places (20 morning and 20 afternoon) and places are offered once the cohort, a child's individual needs and family circumstances have been considered. Part-time places consist of either:

5 morning sessions 9.15am to 11.45 am or;

5 afternoon sessions 12.45pm to 3.15pm (inclusive)

Full time 30 hours Early Education

Some working parents may be able to claim an additional 15 hours education per week for their child on top of the 15 universal hours.

Parents must complete an application (as above) but also must be eligible for the additional 15 hours of early education. To be eligible the household must:

- Be a two parent working family or a lone working parent;
- Have all parents working and each parent earning on average;
 - The equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal Credit), and
 - Earning less than £100,000.00 a year;

Please note that if one parent's income exceeds £100,000.00 the household will not be eligible.

- Both parents usually working, but one is temporarily out of work for a particular reason, as explained below:
 - One/both parent/s is away from work on leave (parental, maternity etc.)
 - One/both parent/s is in receipt of Statutory Sick Pay (SSP)
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed.
- One parent is employed and the other parent has either: substantial caring responsibilities/ and or a disability based on specific benefits received for caring; is a foster carer with their own three and four year old children.
- Parents who are in training will not be eligible as they can receive other Government support.

To ensure that a child can receive the additional 15 hour entitlement parents must apply through the HMRC website 'childcare choices' . www.childcarechoices.gov.uk and provide Somerset Nursery School with their code. This code will then be validated by the school through Wandsworth Borough Council. A contract is signed between the parent and the school once the place has been offered that states:

- Each parent will need to revalidate their codes every 3 months and must confirm their eligibility to the school once their eligibility has been confirmed. There are set deadlines for parents to do this (of which they are notified).

Further information can be found on www.wandsworth.gov.uk/30hours or on www.childcarechoices.gov.uk

- Where a parent's eligibility ceases the parent agrees that the child's place reverts to a part-time place of 15 hours a week (as above). Or;
- The parent agrees to 'Top Up' their child's hours by paying a fee to Somerset Nursery to cover the hours no longer paid for by the Government's offer. This 'Top Up' is by way of a separate agreement between the School and the parent and a separate agreement would be signed.

A full-time place (30 hours) at Somerset Nursery School is for 5 days a week, 9.15am to 3.15pm. Somerset Nursery School can offer sixty full-time equivalent places.

Where an offer cannot be made immediately due to the Nursery being full or the child's age or specific needs, the child's application will be kept on file until such time the school is able to offer a suitable place.

Once a child is offered a place at Somerset Nursery School, a home visit will take place before the child is allowed to start. A staggered start is also normally organised so that the child is able to settle well and make a happy and confident start. The School will advise parents in advance how this will be organised for their child.

Further details about the School can be found in the Somerset Nursery School and Children's Centre Brochure (on display in the reception areas of the school, or on our website www.somerset.wandsworth.sch.uk)

Further information (about applying for places and admission arrangements for Wandsworth Borough Schools) can be found in 'Choosing Early Education in Wandsworth' available from the Nursery's reception.

For further information about Early Years Education in Wandsworth, contact the:
Early Education and Childcare Places Team or Family Information Service (fis)

www.wandsworth.gov.uk/fis

email: fis@wandsworth.gov.uk

Tel: 020 8871 7899

Email: eecp@wandsworth.gov.uk

Agreed by Governors November 2017

To be reviewed TBC