**Gill Blowers Nursery School**

**Admissions Policy**

(for implementation from September 2019 in take onwards)

**Definitions**

1. For the purposes of this policy, the following definitions have been used:
	1. Education sessions: these are sessions which run 08.30-11.30am and 12.30-3.30pm. Most children attending these sessions will be funded, but we also accept children on a fee basis.
	2. Lunch: the lunch hour is 11.30-12.30. The time is paid for with the exception of children eligible for EYPP. An additional charge is paid for the school dinner, with the exception of children eligible for Free School Meals.
	3. Wrap Around: this is before and after school care (8.00-8.30am and 3.30-5.00pm) and is fee based.
2. This policy covers admissions to education sessions. Only children enrolled on education provision can access lunch and/or wrap around.
3. Our fee structure is available on request.

**Principles**

1. Gill Blowers Nursery School is maintained by Luton Council and offers early years education to children from age 2 to 5 years old. We operate on two sites at the bottom of Council run tower blocks in the Marsh Farm and Hockwell Ring areas of Luton.
2. This admissions policy is the means through which we deliver transparent, fair and clearly communicated procedures to parents and carers who are requesting a place for the child/ren at Gill Blowers Nursery School. This is particularly important at times when we are over-subscribed. This policy covers admittance to our education provision.

1. Our admissions policy defines the decision making process at times when we have more applications than places and reflects our fundamental principles and vision, including:
	1. To advance the development of young children from within our local community.
	2. To support local families, including those who are unemployed, in training or in work.
	3. To provide excellent education opportunities for those children with higher need.
	4. To be financially sustainable and thereby continue to provide such services over the longer term.

**Overview**

1. We offer sessional education provision over the course of the working week during term time only (Monday through to Friday). The majority of our children will be funded for their educational provision and we also offer some paid-for education spaces (lunch time and wrap around is fee based). With certain exceptions, we offer children who are in receipt of 15 hours funding, five morning (8.30-11.30am) **or** five afternoon (12.30-3.30pm) sessions per week. Children who are in receipt of 30 hours funding will normally be offered ten sessions per week (two per day), plus lunch, and thereby take up two spaces.
2. We accept applications for children who will be aged 2 or 3 on entry. We would not normally accept applications from children who would be aged 4 on entry, unless there were exceptional circumstances (e.g LAC or SEND). This is to ensure our children have enough time to benefit from our provision.
3. We limit the number of spaces available in each room to ensure we have suitable staff to pupil ratios. This enables us to provide an excellent education and learning experience for all our children. Table 1 below indicates the maximum number of spaces available within each of our rooms for each session (morning and afternoon). The session times are provided, and parents/carers are requested not to drop off their child late, or collect their child early, as this interrupts the sessions and ultimately impacts on the children’s learning. Late drop off or early collection will only be permitted in exceptional circumstances and by prior arrangement. Children who are two years of ages would normally be placed in a 2/3 room on entering the School.

**Table 1: Maximum number of spaces available by room (inc. SEND)**

|  |  |  |
| --- | --- | --- |
| **Room** | **8.30 am to 11.30 am** | **12.30pm to 3.30pm** |
| Mossdale 3/4s room | 32 spaces | 32 spaces |
| Mossdale 2/3s room | 20 spaces | 20 spaces |
| Leabank 3/4s room | 32 spaces | 32 spaces |
| Leabank 2/3s room | 20 spaces | 20 spaces |

1. In line with our aim of supporting local working families, and to continue to remain financially sustainable, we provide a number of full time spaces for 30 hours and fee paying children. However, such children take up two spaces each and it is important to maintain a balance in how we support these children and also children from families who are unable to access full time provision. We therefore limit the number of children accessing full time provision to 35 (70 spaces), unless we have very low numbers of applications from 15-hour children. We expect that we would usually have less than 35 children enrolled on full time provision (in which case, these spaces would be re-allocated to children accessing 15 hours funding).
2. We reserve at least 12 spaces for children with Special Educational Needs and Disabilities (SEND), who may or may not live in our immediate catchment area and therefore for whom the usual admissions criteria do not apply. For children with SEND, the provision of 30-hour spaces will be dependent upon the ability of the School to meet their needs effectively.

**Intakes**

1. We usually have three intakes per year (September, January and after Easter); however, we aim to fill our spaces at the earliest opportunity. We reserve a number of spaces for January starters, for Looked After Children (LAC) seeking to start School between January and May and at least 12 spaces are always reserved for SEND children. If we did not have enough spaces to accept children at the start of the Summer Term, they would automatically be reserved a space in the following September.
2. The table below demonstrates the minimum number of spaces we reserve in each room for those children wishing to start in January, and those wishing to start after January who are LAC children; these are in addition to the 12 SEND spaces. These spaces will be offered in an undefined combination of morning and afternoon sessions. We would normally expect to offer more spaces in January than those referenced in Table 2.

**Table 2: Minimum number of spaces reserved for intakes after September**

|  |  |  |
| --- | --- | --- |
| **Room** | **Minimum number of spaces reserved for January starters** | **Spaces reserved for LAC children between January and May** |
| Mossdale 3/4s room | 4 | 1 |
| Mossdale 2/3s room | 4 | 1 |
| Leabank 3/4s room | 4 | 1 |
| Leabank 2/3s room | 4 | 1 |

**Admissions criteria**

1. Parents/carers are required to complete and submit a Registration Form when applying for a nursery place. Applications received before the specified deadline will be allocated first according to the defined admissions criteria (see Table 3 overleaf).

**Table 3: Application deadlines**

|  |  |
| --- | --- |
| **Intake** | **Application deadline** |
| September intake | End of May |
| January intake | End of October |
| Summer term intake | End of February |

1. LAC children will automatically be offered a space. All other children meeting the application deadline will be scored according to a points based system that prioritises socio-economic and educational need. Those applicants with the highest points will be offered a space first. If there is a tie for remaining spaces, the space will be awarded to those applicants who applied first. The information requested on the Registration Form is relevant to the points-based application system. Applications received after the deadline will be scored and offered a space should any be remaining, with the highest scoring given priority.
2. The points based system is outlined at Table 4 overleaf.
3. As stated in paragraph 12 above, if we do not have any enough spaces to accept children at the start of the Summer Term (Easter), they would automatically be reserved a place for the following September and the points based system would not apply as long as they had applied by the deadline in Table 3.

**Transparency**

1. All applicants will be given a copy of this admissions policy and application deadlines will be advertised in good time. Parents will also be offered a summary version of this policy.

**Mid-year changes to provision**

1. There are certain circumstances when families wish to change their child’s pattern of attendance. These will be considered following the completion of a Request of Change of Provision Form and a decision to meet the request will reflect the reason for the request and the availability of spaces. Parents are asked to provide reasonable notice for any requests.

**Additional sessions**

1. In line with our desire to support families, we can sometimes accommodate additional one-off session requests for a small charge. These are granted in exceptional circumstances (where the need is great) and only if there is space in the setting to enable this. Parents are asked to complete a ‘Request for Additional Session’ form and to provide at least three days’ notice (longer if possible).

**Review**

1. This admissions policy was implemented for September 2019 intake and will be reviewed in April 2020.

**Table 4: Criteria for scoring applications**

|  |  |
| --- | --- |
| **Aspect of need** | **Points Awarded** |
| Living in high rise flat within catchment | 100 |
| Living in low rise flat/maisonette within catchment | 75 |
| Living in house within catchment | 50 |
| Two-year old funding | 50 |
| Child Protection | 50 |
| Sibling previously attended | 50 |
| English as an Additional Language (EAL) | 30 |
| CC Referral/Medical/Social care Referral | 30 |
| Disability/Special Educational Needs (SEN) in family (not inc. applicant) | 30 |
| Three children under 5 years in the family | 20 |
| Parent not in employment, but accessing education or training | 20 |
| Lone Parent | 20 |
| Asylum seeking/refugee family | 20 |
| Family in temporary accommodation | 20 |
| Teenage parent | 20 |
| Prime carer currently not in education, employment or training | 10 |