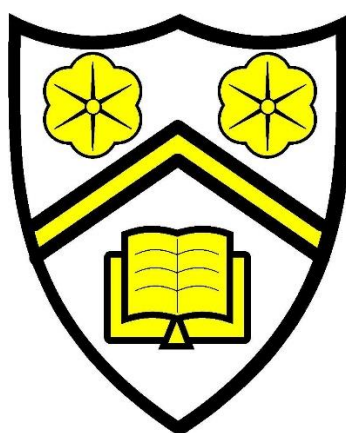
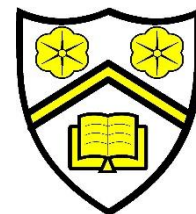


Whitehill Community Academy

Nursery Admissions Policy



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
I Maris/E Ackroyd	September 2019	September 2020
I Maris/E Ackroyd	September 2020	September 2021
E Ackroyd	September 2021	September 2022
E Ackroyd	September 2022	September 2023



WHITEHILL COMMUNITY ACADEMY

Nursery Admissions Policy

Whitehill Community Academy Nursery serves Illingworth and the surrounding area, however, space permitting, we are very happy to admit children from further afield. Those parents wishing to apply for a place at our Nursery must complete an application pack and submit it directly to the school office.

Whitehill Community Academy Nursery offers the following provisions for 36 weeks of the year (term time only):

'15 Hour' Nursery Provision (Universal)

All three and four year old children are entitled to 15 hours of funded Nursery education per week. Children are eligible to attend our nursery from the September following their third birthday. Parents do not need to apply for this funding, the Nursery will do this on their behalf.

Whitehill Community Academy Nursery offers 15 hour places as either:

5 morning sessions Monday to Friday 8.30am - 11.30am

OR 2 full day sessions and 1 half-day session, **EITHER**

8:30am - 2:30pm Monday and Tuesday and 8:30am - 11:30am Wednesday

OR 11:30am - 2:30pm Wednesday, 8:30am - 2:30pm Thursday and Friday.

Please note, we cannot guarantee you will be offered your preferred sessions, but we will allocate parental preferences where possible.

Parents can request extra sessions outside of these funded hours, at an additional charge as detailed in the application pack.

'30 Hour' Extended Entitlement Nursery Provision (For Eligible Parents)

Eligible parents can access the 30 hours of extended entitlement, which is taken as 5 full days, from 8.30am – 2.30pm.

Parents can apply for 30 hours of funding for their child shortly before their third birthday, and must provide their 11-digit code to their chosen provider. Eligibility for the extended entitlement must be verified by the school in order for the entitlement to be taken, parents will then be advised when this funding can commence. There are deadlines for parents to apply for a code for each term, these are also applicable when reconfirming a code:

<u>Extended Entitlement from September (Autumn Term)</u>	<u>Extended Entitlement from January (Spring Term)</u>	<u>Extended Entitlement from April (Summer Term)</u>
Deadline to apply: 31 st August	Deadline to apply: 31 st December	Deadline to apply: 31 st March

Parents who fail to reconfirm their code, or who fall out of eligibility, will receive a 'grace period' that will allow them to continue receiving the 30 hours of extended entitlement for a short period of time. Once this has ended, children will reduce to attend the 15 hours of universal entitlement.

Admissions Criteria for 3 and 4 Year Olds

All children will be eligible for admission into our Nursery from the September after their third birthday. Admission to the Nursery will be subject to an application being made and places being available.

If Whitehill Community Academy Nursery is over-subscribed, applications for entry will be ranked according to the following criteria:

1. Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
2. Children in public care (children looked after).
3. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
4. Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school i.e. Year 6.
5. Those who live nearest to the nursery as measured in a straight line calculation.

The latest point we would accept new starters within the admission year is January (the beginning of the Spring term).

To receive preferential entry into our Reception year group, children must attend with us from the Autumn term.

Procedure for Admission

Whitehill Community Academy Nursery will endeavour to inform applicants of the outcome of their application by letter, at least a term before admission. We will only allocate Nursery sessions once it has been determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place, they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regards to admission and the allocation of sessions rests with Whitehill Community Academy Nursery.

If the Nursery is oversubscribed, a waiting list will be maintained in criteria order and places offered when a space becomes available.

Right to Withdraw a Place

After a place has been offered, the Nursery reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time

- When a parent has failed to notify the school of important changes to the application information
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent
- When a parent fails to provide a copy of their child's birth certificate/passport
- If a child does not attend their allocated Nursery session for 2 consecutive weeks (10 school days), unless previously agreed with the Nursery.

Waiting Lists

Parents of children who have not been offered a place at the Nursery may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. The list will be ranked in line with the published oversubscription criteria each time a child is added.