



Date approved	March 2020
Signed	 (Chair of Trust Primary Admissions Committee)
Date of next review	March 2021

Admission Policy

Rationale

We believe that all young children should have an equal opportunity to access high quality, Early Years Education. To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places at Evergreen Nursery.

Abbots Green Academy ('the Academy') is a two-form entry primary school and nursery, expanding to 2.5 FTE from September 2020. The academy is part of Unity Schools Partnership ('the Academy Trust'). The Nursery admits children aged from two to four years old. Children can join the Nursery from their 2nd birthday and can stay in the Nursery until the end of the summer term after their 4th birthday.

This policy outlines the arrangements into the Nursery only. **Admission into the Nursery does not guarantee a child a Reception place at the Academy; a separate application for a Reception place must be made to Suffolk County Council, who will allocate your child a Reception place for the September after their 4th birthday.** Please see our separate Admissions Arrangements, available from the school office or website, for further information on how to apply for a Reception place.

Aims

- To have a fair and consistent process for allocating places.
- To ensure all applicants are equally valued and that families are able to express their and their children's needs.

Application Process

Parents/carers are welcome to apply for a place at Evergreen Nursery at any point in the year. When a parent/carer contacts the Academy enquiring about a place for their child in the Nursery, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available. If a place is available, the parent/carer will be invited to visit the Nursery; if the parent/carer agrees to abide by all the terms and conditions of administration, including the fees and arrangements for payment, they will be asked to arrange a home visit and free induction visit/s, and a start date for the child will be agreed.

If places are available, children can be admitted to the Nursery at the start of the term following their second or third birthday.

Parents who would like a part time place are asked to state a preference for morning or afternoon. However, the nursery may need to take account of the balance between morning and afternoon places so it may not always be possible to fulfil all parents' requests.

Parents will need to accept the place offered in writing and will be asked to provide their child's birth certificate and proof of address.

Home visits will be carried out prior to a child taking up their place. Parents will also be asked to bring their child for a visit to the Nursery setting prior to the child starting, to meet staff and familiarise themselves with their new surroundings.

Offer of Places

- The offer of places for September will take place in June.
- The offer of places for January will take place in November.
- The offer of places for April will take place in February.

In most circumstances, the school aims to have termly admissions in order to minimise disruption and to support induction arrangements. However, if spaces are available, children **may** be admitted at any point during the term following their second or third birthday.

Unsuccessful applicants will be considered with the next group of applications.

Places

Free Universal Entitlement – 15 hours per week, term time only, available from the term after the child's third birthday.

- Parents can register their child for a place at Evergreen Nursery from their 2nd birthday, by completing a Nursery registration form
- All registrations to be considered and places offered to children will follow the criteria outlined below
- Children who are three and four will be offered 15 free hours of nursery education, term time only, subject to availability from the term after their third birthday

- Usually parents will be notified of their child's nursery school place from the 1st week of May for a September start OR in October for a January start date
- Places will be filled across the year if available, in accord with this Admission Policy

Free Extended Entitlement – 30 hours per week, term time only, available from the term after the child's third birthday for families who meet the following criteria:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- 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 disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery Place parents must register on-line at <https://childcaresupport.tax.service.gov.uk/par/app/applynow>

Only a valid 30 Hours Code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this.

Parents will be asked to renew their 30 Hours Code **every 3 months**.

The nursery will not hold a place for a child whose parent/carer is still 'applying' or 're-applying' or has lost their eligibility code.

HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hours Code if they have not reconfirmed their eligibility.

If a 30 Hours Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the nursery.

When the grace period lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused.

The financial sustainability of Evergreen Nursery is essential and therefore we reserve the right to fill any vacant spaces.

Early Education for eligible children aged 2 - targeted offer of 15 hours per week for the most vulnerable 2 year old children, whose families meet the criteria. Available from the term after the child's 2nd birthday.

- Parents/Carers of children who wish to access a free 2 year old place should apply to the Local Authority (Suffolk) who will confirm eligibility.

- If the child is eligible the Local Authority will inform Evergreen Nursery and provide the parent/carer with a Golden Ticket.
- Once we have received authorisation from the Local Authority or received the golden ticket, we will make contact with the parent/carer to discuss and offer places if available
- If there is not a place available the child's name and details will be added to a waiting list and children on the waiting list will be admitted in date of birth order, no earlier than the term after the child's second birthday as this is when funding is allocated.

Charged Day Care

Invoicing

- To confirm registration we require a £30.00 registration fee.
- All fees are due on the first of the forthcoming month's childcare.
- Any extra sessions / hours will be paid for with cash on the day.
- Fees are due regardless of non-attendance – holidays and illness.
- A late payment fee of £20.00 is charged for any payments received after the first working day of the month (except for prior arrangement in writing with the manager)
- Any late collections of children will be charged at £3.00 for every 15 minutes.
- A 10% discount is given to siblings.
- For term time only registration 50% of the normal fee is required to be paid during school closure time.
- Fees are reviewed annually in January and one month's notice will be given of any changes.
- A full month's notice in writing is required if parents/carers wish to remove their child from the nursery. In the absence of such notice a full month's fees must be paid.
- Refunds are not given under any circumstances.

Notice period

- We ask parents to make a termly commitment to the Evergreen Nursery as signed in the declaration form.
- If parents/carers decide to move their child mid-term, the funding will remain with Evergreen Nursery until the end of that term – this may affect the transfer of the child to a new Nursery.

Notice period for Paying Day care

- The notice period for changes to contract or termination of contract is 1 month and must be put in writing to the Nursery Manager

Bank Holidays

- Bank holidays are not funded by Suffolk County Council
- If the free entitlement falls on a bank holiday we are not able to swap the day for the day missed

Start dates

- Children's start dates are arranged to meet each child/family's individual needs
- The start date will take into account our settling procedures which have been developed to ensure all children are feeling safe and happy to be left, feel calmed by their key person and are able to be alongside other children and access their learning environment
- Children may not receive their full free entitlement during this period.

Oversubscription criteria

When the Nursery is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the Academy, priority for admission will be given to those children who meet the criteria set out below, in the following priority order:

1. Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
2. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific nursery placement is identified.
3. Children of staff employed at the Academy Trust at the time of the child's admission to the Nursery.
4. The number of regular sessions requested per week, from highest to lowest.
5. The length of time required within the Nursery setting, ie a child requiring three terms would be given priority over a child requiring one term.
6. Date of birth, from oldest to youngest.
7. Siblings of pupils who are already at the Academy or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the Academy, please name your youngest child on the application form.
8. Children who are ordinarily resident in the catchment area.
9. In the unlikely event that two applicants competing for a single place at the Academy meet the above criteria identically, random allocation will be used. The random allocation process will be independently supervised.

Definitions of terms used

Sibling

Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. The term 'sibling' includes: natural, half, step and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Ordinarily resident

By ordinarily resident, we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place in the Nursery, we will consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. The address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

Catchment area

This is the area the Academy serves. Your child is not guaranteed a place at their catchment area school.

Catchment area maps are available online at: www.suffolk.gov.uk/catchmentmaps.

If you live near to a boundary line on the map, please check your address against the catchment area parish/village and street lists for towns at: www.suffolk.gov.uk/admissionstoschools.

If you would like a copy of the map or list sent to you, or you are unsure of your catchment area, please call the Admissions Team on 0345 600 0981.

Twins, triplets and other multiple births

If the final place available in the Nursery is offered to a twin, triplet or other multiple births and the remaining sibling/s would ordinarily be refused, we will offer places to the remaining sibling/s in the Nursery, provided that the necessary staffing can be put in place in order to comply with statutory staff:pupil ratios.

Waiting lists

If you apply for a school place in the Nursery and you are refused, your child's name will automatically be placed on a waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria (above).

The order of children does not remain static - as circumstances change, a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list, you must let us know. Please be aware that this may change your child's position on the waiting list. Written evidence of this will be required.

Appeal Process

Any appeals or queries regarding this process should be put in writing to the Chair of the Trust Primary Admissions Committee, c/o Abbots Green Academy, Airfield Road, Bury St Edmunds, Suffolk IP32 7PJ.

General

Since places in the Nursery are limited, parents are advised that a poor record of attendance without good cause, may lead to their child's place being offered to someone else. If this becomes a possibility parents will be notified of this before any action is taken.

The Nursery will not permit pupils to continue with any allocated nursery place at Evergreen Nursery beyond the end of the current school year in which they turn four years old.

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share commitment.