



Le Cateau

Community Primary School

Admission Policy – FS1 (Nursery)

To enquire about admission into Le Cateau Community Primary School Nursery (Foundation Stage 1) we request a completed FS1 application form. These can be obtained from the school office or downloaded from the school website.

All parents and carers must be aware that a place in the Nursery (FS1) does not guarantee a place in the main school and that they must still go through the North Yorkshire admissions procedure when a child reaches school age to enter Reception. <https://www.northyorks.gov.uk/apply-place-primary-or-secondary-school>

What we offer

As implemented by the Board of Governors of Le Cateau, the majority of places at the Nursery will be offered on a part-time basis. The Nursery is a 94 place Nursery, meaning that there are 47 Morning and 47 Afternoon places available. The Governing Body have agreed that of the 94 places, 30 places will be offered as part of the **Extended Entitlement (30 Hours)**. This means that the Foundation Stage can offer the following;

- 30 pupils can access the FS1 setting All day - **This is only possible if the criteria set out below is met.**
- 17 pupils can access the FS1 setting AM – morning session
- 17 pupils can access the FS1 setting PM – afternoon session

If parents are eligible for the **Extended Entitlement Offer** (see below), they are to use their 30 hours at Le Cateau Community Primary School and no other establishment.

Sessions

The Nursery operates on a term-time basis only and these dates are published on the school website. There are thirty hours of Nursery provision during the school week. This is available for 190 days of the year (as per the school term times).

The session times are as follows:

- 8.45am -11.45am (morning session - AM)
- 11:45am – 12.30pm midday (lunch)
- 12:30pm – 3:30pm (afternoon session - PM)

The school provides lunchtime supervision for children accessing a 30 hour funded place. Pupils accessing 30hour provision can either bring their own packed lunch or purchase a school meal charged at the standard rate. There is no additional cost for the lunchtime provision.

Age of Entry

Children can be admitted to Nursery the day after their 3rd birthday if places are available, however, the school does not receive funding until the term after a child's 3rd birthday. Admitting a child is dependent on demand and what the setting can accommodate.

Universal Entitlement (15 hours)

All children aged three or over are entitled to 15 hours free funding which can be spread across the week if space is available. The 15 hours are in blocks of 3 hours at a time and are limited to morning slots or afternoon slots. We are currently unable to mix morning and afternoon slots and

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are unable to provide any additional paid hours, over and above the 15 hour per week universal entitlement, although this is constantly under review.

Extended Entitlement (30 hours funding)

From September 2017 the Government introduced a 30 hours funded entitlement for working parents. Lunchtime supervision is not included as part of the funded hours however, the school provides a facility for this free of charge allowing pupils eligible for 30 hours funding to remain on the premises during the lunch period. A packed lunch must be provided by a parent/carer.

Eligibility for the additional free hours is determined by HMRC through the online application. Parents **must** apply every 3 months via the Government's Online Childcare Service and present the 'code' to the school. Parents of three and four year olds will need to meet the following criteria (published by the Department for Education in March 2017) in order to be eligible for up to 30 hours free childcare:

- Both parents must be working (or the sole parent if in a lone parent family)
- Each parent must have a weekly minimum income equivalent to 16 hours at national minimum wage or national living wage
- Each parent must have an income less than £100,000 per year

They would also fit the criteria if:

- Both parents are employed but one (or both) is temporarily away from the workplace on maternity, paternity, parental or parental leave
- Both parents are employed but one (or both) is temporarily away from the workplace on adoption leave
- Both parents are employed but one (or both) is temporarily away from the workplace on statutory sick pay
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

A 'Parent' is defined as a person who has parental responsibility or care for the child. In cases where a parent has remarried or is living with a partner, the step-parent or partner must also meet the earnings threshold.

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A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

If a parent loses eligibility:

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent will be entitled to the universal 15 hour entitlement.

How to apply

We encourage any initial enquiry regarding a place to be made via a conversation with the school office. This can either be in person, via the phone or through the 'Get in touch' section of the school website.

Following an initial discussion, all parents are requested to register pupils as soon as possible as this will assist the school in making future plans. Registration **does not** imply that a position will be available when the child reaches nursery admission age. Applications can be received at any time prior to a child's 3rd birthday.

An application form for a place at Le Cateau Community Primary School Nursery must be completed by parents and submitted to the school office. A completed application form must indicate the type of provision required (eg 15 Hours AM, 15 Hours PM or 30 Hours Extended Entitlement). Completed application forms will be held on file until a place is allocated or a child/family circumstances change.

If applying for a 30 hour place, a current and valid activation code **must be presented on application** along with a **£50 'holding' cash deposit**. This is a refundable deposit that is returned after 'head count week'. Head count week takes place during the first half of each term. The 'holding' deposit is returned as long as the child is still accessing the 30 hours funded place as per the school's charging policy (available on the website).

For children who are not yet three years old then a current activation code cannot be accessed. If this is the case and a parent believes they meet the criteria then they can indicate this on the application form. Once a child turns three, a code will need to be applied for and presented once a place becomes available.

The school uses a **consideration list** of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place. The date of registration will be noted, but does not give any priority.

Consideration list

The consideration list is the means by which we monitor the demand and can manage applications. This consideration list applies for both 15 hour places and 30 hour places.

Allocating a place

The decision to allocate a place is based on demand and meeting the following criteria. Due to the mobile nature of the community we serve, places in the Nursery arise at various points across the year.

Priority 1. "Looked after" children (as defined in the Education Act 2002 – Admissions).

Priority 2. Those children already aged 3 years or above who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit).

Priority 3. Those children who live in the catchment area of the Nursery and are aged 3 or above.

Priority 4. Sibling children who live outside the catchment of the requested school, with a sibling attending this school at the time of the applicant's proposed admission.

Priority 5. Distance - Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.

Within the above criteria, distance from the Nursery is the tie breaker. If there are more applications, for example, in the first two criteria than there are places, distance from the Nursery will be used to allocate an order of offers being made.

Informing Parents Regarding Applications

When a place becomes available the school will inform the next applicant on the consideration list meeting the criteria (as above). Initially, this will be made via a phone conversation and will be followed up in writing.

Parents will be sent confirmation if their child secures a place. Parents/guardians will need to accept the place in writing within 7 days using the reply form provided. At this point, a copy of the child's birth certificate must be seen by the Headteacher and accounted for on the admission form.

Additional Information

Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 18 years. The adult who accompanies the child will need to ensure that they register the child at the beginning of each session and make their presence known to staff when they collect a child.

Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause may lead to their child's place being withdrawn.

Parents/guardians will be asked to provide emergency contact numbers.

This Nursery Admission Policy will be available for parents and has been endorsed by the Board of Governors of the school who will review it when necessary, in the light of any legislative or substantive changes.

Reviewed and implemented: May 2019

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To be reviewed annually (or following amendments to Government Policy)