



Faldingworth Community Primary School  
Normanby-by-Spital Primary School



Fair Acres  
Federation  
Our values and learning  
are stronger together

# Nursery Admissions Policy

Adopted: ..... (Date)

Review date: .....

Signed: ..... (Chair of  
Governors)

Signed: .....  
(Headteacher)

## **Statement of intent**

Busy Bees aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class.

Fair Acres Federation governing board is the admission authority and is responsible for setting the nursery's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

Busy Bees ensures equality and opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all. Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

Busy Bees admits children to nursery from the term following their third birthday until the end of the summer term after their 4<sup>th</sup> birthday. We offer a term time only provision in accordance with the published term dates for Normanby by Spital Primary School. Busy Bees is part of Normanby by Spital Primary School and has a maximum capacity of 10 children per session.

Busy Bees places no constraints on who may apply for nursery and all applications will be considered and processed in accordance with this policy. Children will be admitted without reference to ability or aptitude.

## Application process

Parents/carers are welcome to apply for a place at Busy Bees at any point in the year. When a parent/carer contacts the school enquiring about a place for their child in Busy Bees, 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 given all the necessary forms to complete, settling in sessions will be arranged and a start date agreed.

Parents/carers will be able to choose which sessions they would prefer if spaces are available. They will be offered alternative days if their preferred sessions are full.

## Funded childcare arrangements

The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined below.

Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare. Parents/carers wanting to access the universal 15 hours free childcare for three- and four-year-olds do not need to apply for this through the digital childcare service.

For children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a prorated number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

The LA will ensure that any three- or four-year-olds moving to England from another country can access their free place on the same basis as other children.

Parents/carers wanting to access the 30 hours free childcare entitlement must apply to do so through the [digital childcare service](#). At Busy Bees parents/carers are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time.

## Eligibility for 30 hours free childcare

Parents/carers of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours free childcare:

- Each parent/carer earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent/carer is seeking the free childcare to enable them to work
- One or both parents/carers are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent/carer meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent/carer has recourse to public funds

Parents/carers should check their own eligibility for the scheme using the government's [Best Start in Life](#) website or [childcare calculator](#). If parents/carers are eligible, they will be directed to the digital childcare service to apply.

Parents/carers can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents/carers are urged to apply as soon as possible. If eligible, parents/carers must provide the nursery with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents/carers should provide the nursery with this information as soon as possible in order to avoid delay. Parents/carers will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

The LA will audit the eligibility codes at six points during the year to identify any parents/carers who have fallen out of free childcare eligibility. The LA will notify the nursery as soon as possible where parents/carers have fallen out of their eligibility.

If parents/carers cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. If a parent/carer falls into their grace period before their child has started a 30-hour place, they should not take up their 30-hour place. The grace period will not continue once a child has reached compulsory school age. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent/carer has been forced to leave their home and paid employment.

A parent/carer who becomes ineligible during the first half of a funding block will have their free childcare funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as their child remains under the compulsory school age, whichever is shorter. A parent/carer who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as their child remains under the compulsory school age, whichever is shorter. If a parent/carer becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care for their child.

## **Funded hours at Busy Bees**

Busy Bees is open for 32.5 hours a week for 38 weeks of the year in line with the term dates published by Normanby by Spital Primary School. We accept both the universal funded hours and the extended funding up to a total of 30 funded hours per child. Funded hours can be taken at any time between 9am and 3.30pm (6.5 hours per day), subject to availability of spaces on your chosen days.

## **Additional costs**

The nursery will charge for any additional hours taken over and above the child's funding entitlement. More information can be found in Fair Acres Federation Charging and Remissions Policy.

Hot lunches are available to order direct from the school's meal provider – Good Lookin Cookin at an additional cost. You are also welcome to send a packed lunch from home with your child.

## **Oversubscription**

Children who have an EHC plan that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the nursery's admissions manager to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery.

The oversubscription criteria, set out in priority order, are as follows:

1. LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
2. Children who will have a sibling attending the nursery or the main school at the time of admission
3. The distance from the home to the school, priority will be given to children living closest to the school

The governing board may also give priority in their oversubscription criteria to children eligible for the

early years pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

## **Delayed starts and withdrawn places**

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents/carers decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least four weeks' notice. Parents/carers may be charged for this period, or it may come out of their nursery entitlement.

Notice of a delayed start or withdrawal must be in writing.

## **Non-attendance**

Parents/carers must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend.

Parents/carers must give a minimum of four weeks' notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

## **Refusal of admission**

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents/carers do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents/carers may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## **Admission to Reception**

Admission into the nursery does not guarantee a child a Reception place at the school; a separate application for a Reception place must be made to Lincolnshire County Council, who will allocate your child a Reception place for the September after their 4<sup>th</sup> birthday.

Please see our separate Admissions Policy available on our school website for further information.

## **Data protection**

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

## **Monitoring and review**

This policy is reviewed annually by the governing board and headteacher.