



Sandy Lane Primary School Policies

Nursery Admission Policy

Approved by:	FGB	Date: 21 st February 2022
Last reviewed on:	Feb 2022	
Next review due by:	June 2022	

Vision & Aims of Sandy Lane (Why we do what we do)

Sandy Lane is a nurturing and inclusive community with a safe, happy and inspirational environment. Our children become caring and responsible local, national and global individuals. We develop ambitious and aspirational learners, who fulfil their academic and personal potential and take pride in their achievements. Our vision is embodied within our 5 core values: Positive, Respectful, Inclusive Driven, Excellent. We are completely committed to providing our children with a curriculum that inspires and motivates them. We aim to ensure that learning experiences are challenging for all in order to develop resilience as well as knowledge. In addition, we put a strong emphasis on an unerring positive ethos and an expectation of staff and all children living out the values of the school through their everyday behaviours and actions.

Our aim for children through their Sandy Lane journey is:

- To be happy
- To be personally successful
- To make life-long memories

Sandy Lane Primary School

Nursery Class

Admission Policy

2021 - 2022

All schools will follow the local authority published co-ordinated admission arrangements.

The individual arrangements for Sandy Lane Primary School are as follows:

Sandy Lane Primary School has a 40 place nursery. This comprises of 40 places in the morning session and 40 places in the afternoon session. These can either be fully funded (8.45am - 3.15pm) or extended places which are chargeable.

Morning sessions will run from 8.45am to 11.45am.
Afternoon sessions will run from 12.15pm to 3.15pm
All day sessions will run from 8.45am – 3.15pm

If we are able to offer places for children who are not entitled to extended places then we will charge as follows:

Academic year	Charge per AM or PM	Charge per week	Charge per 6 week half term
2021-22	£12	£60	£360

Charges are payable for a half term at a time in full in advance and vary according to the actual number of sessions in that half term. See also Terms and Conditions.

Applications will be processed as follows:

If the child is 3 on or between:	Applications to be made to nursery by:	Eligible for a nursery place at the start of the following term:
1 Jan and 31 March 2021	31 January 2021	Summer Term (April)2021
1 April and 31 August 2021	30 April 2021	Autumn Term (Sept) 2021
1 September and 31 December 2021	30 September 2021	Spring Term (January) 2022
1 Jan and 31 March 2022	31 January 2022	Summer Term (April)2022
1 April and 31 August 2022	30 April 2022	Autumn Term (Sept) 2022

If the school receives the same number or less than the published number of available places for universal entitlement then they will admit more extended entitlement places up to their admission number. No places will be held back for children moving into the area or applying later.

If after the offers have been made and a place becomes available at the nursery it will be offered according to the published criteria and numbers available under each entitlement.

1. ADMISSIONS CRITERIA

40 PLACES FOR UNIVERSAL ENTITLEMENT (15 hours)/ EXTENDED ENTITLEMENT (30 HOURS)

- 1.1 Where a school receives more applications than places available then children should be admitted in the following order:
- a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
 - b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
 - c) Children who live in the designated area of Sandy Lane Primary School;
 - d) Children who have siblings at Sandy Lane Primary School and who will still be attending at the time of the child's admission to nursery;
 - e) Other children by age order (admitting eldest first).

Once children are admitted, their place cannot be withdrawn if a subsequent older child applies.

Extended hours places will be withdrawn if the parent's eligibility code is not reconfirmed by the cut-off date and the parent does not pay for the place.

2. TERMS AND CONDITIONS

- a) All parents applying for a Nursery place for their child must provide the following:-
 - Parent's National Insurance number
 - Parent's DOB
 - Child's birth certificateThis information is required by the Local Authority to validate funding for either 15 hours or 30 hours.
- b) All children are eligible for 15 hours Nursery provision from the term after they are 3 as in the table above. (Universal provision)
- c) In addition, children may be eligible for 30 hours free care (Extended provision). To prove eligibility, parents must obtain a code from HMRC and must provide that to the school by the cut-off period stated by the school.

- d) If a valid code is not received by the school by the stated cut-off, then the extra 15 hours will not be funded and the extended place will be withdrawn.
- e) Parents without a valid code who still want an extended 30 hours place will be invoiced and must pay in full and in advance for each half term. As an example, for a 6 week half term in 2021-22, the charge would be £360. (£12 x 5 sessions x 6 weeks). Daily or weekly payment will not be accepted as this causes a significant administrative burden to the school.
- f) If payment is not received by the date on the invoice, then the extended place will be withdrawn. If a parent who has had a place subsequently obtains an eligibility code, they may apply to the school for an extended place but this is not guaranteed and will be determined by the admission criteria above.
- g) Parents who have paid for an extended hours place are not eligible for a refund should their child miss a session for any reason.
- h) Parents with a 30 hour code must reconfirm their code every three months as detailed by HMRC. HMRC will issue reminders. In the event that a code is not reconfirmed by the cut-off date, the child will no longer be eligible for a full time funded place and will be invoiced for the additional 15 hours per week which must be paid in advance as above or the additional 15 hours place will be withdrawn.
- i) All parents must provide lunch for their child if they are staying for 30 hours.
- j) Sandy Lane Primary School cannot be held responsible to send reminders to reconfirm codes or settle disputes between parents and HMRC. We strongly advise parents to follow Government Guidelines available on their website.