



**NEWPORT**  
COMMUNITY  
SCHOOL  
PRIMARY  
ACADEMY

# Policy for Admissions to the Nursery

**Date Adopted:** October 2022  
**Author/owner:** School Community Board  
**Anticipated Review:** Autumn 2023

This policy follows the Devon County Council admissions guidance in the nursery booklet 'Stepping Out' (available from the School Office).

### How many sessions will my child have in the nursery?

In accordance with the 'Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 year olds, Newport Community School Primary Academy will provide Nursery Places for children aged 3 & 4 accessing any combination of their free entitlement (of up to 30 hours per week), purchased places or a combination of both.

Schools are encouraged by the Local Authority to work with other early education and childcare providers so there is continuity for your child. Providers must work within the following framework produced by the Department for Education:

- The free entitlement can be taken as follows:
- No session to be longer than 10 hours
- No minimum session length - session times apply
- Not before 6am or after 8pm
- Can be split between no more than 3 providers
- A maximum of 2 sites in one day

Purchased additional hours are not subject to the above rules.

We would encourage all parents to ensure their children attend from the start of each nursery session. This is a whole group session which provides good contact time for the children.

### Purchase of Additional Hours

Parents wishing to access nursery sessions over and above their free entitlement (regardless of where the free entitlement is used) may purchase additional sessions.

Each session will be charged at £4.10 per hour or part thereof, this is the rate at which the school is funded by the LA for children accessing their free entitlement. Sessions must be taken in 2.5 or 3 hour blocks and the full session amount of £12.30 is payable ½ termly in advance. No refunds can be given for sessions paid for and not taken unless the Nursery is closed due to unforeseen circumstances.

### Oversubscription Criteria

Where the number of applications exceeds the number of places available in the Year Group (the PAN or other agreed admission limit) the Academy will use the following oversubscription criteria to prioritise applications:

1. Children in Care or those who were in Care but ceased to be so because they were adopted, made the subject of a residency order or made the subject of a special guardianship order.
2. Children who live in the school's designated area, with a sibling on roll at application.
3. Other children who live in the school's designated area.
4. Children who live outside of the school's designated area, with a sibling on roll at application.
5. Other children.

## Admissions Panel

Newport Community School Primary Academy has a designated admissions panel to oversee admissions to the nursery. The Chairperson of the School Community Board is responsible for making the final decision on admissions to the nursery. You should receive written confirmation from the school whether you are offered a place or not. Appeals may be made to the Board of Trustees who will consider these, the Chair of Trustees will reply to the parents with the final decision.

## Parent/Provider Contracts

All parents will be required to sign a Parent/Provider Contract at the beginning of the school year which confirms the places allocated to their child for the academic year. Each contract will be reviewed at the end of the school year.

## Withdrawal of a Nursery Place

There may be circumstances when the school needs to review a child's right to a place within the nursery. These instances include:

- where there is a pattern of regular non-attendance at nursery
- nonpayment for purchased place
- pattern of late arrival / late collection of children

In these instances the school will discuss the situation with the parents/guardians of the child involved and make a decision based on each individual circumstance. The review could lead to the loss of the child's session at the nursery.

## Notice Periods

Where a parent has decided to leave a funded place, the length of notice period is 4 weeks.

Devon County Council will only fund the provider for that child for up to 4 weeks from the last day that the child attended.

If a parent leaves the Nursery place, without giving notice they will forfeit 4 weeks of entitlement funding and must pay to attend another provider.

Occasionally, there will be exceptional circumstances where a parent cannot comply with the notice period, for example, the parent had to move because of domestic violence. In these exceptional situations, providers should contact the funding helpdesk on 01392 385530.