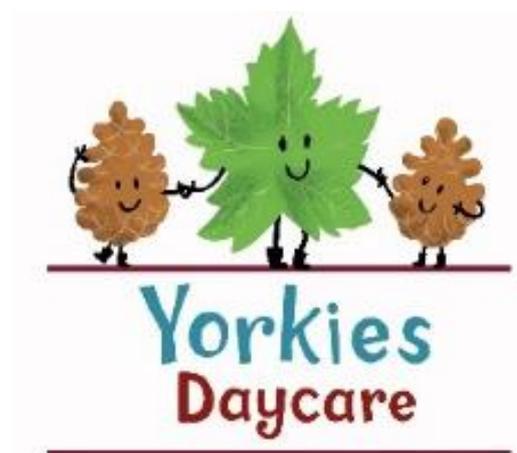


# York Road Nursery, Pre-School & Yorkies Daycare



## Admissions Policy

October 2021

Last revision: Oct 20

Revision due: Oct 22

Admissions Policy 2020/21



## ADMISSIONS POLICY

York Road Nursery School is a maintained Nursery School and manages its own admissions procedure.

There are currently 130 part-time places funded by Hertfordshire County Council. Children are admitted to either morning or afternoon sessions. The Nursery offers 15 hours a week, 3 hours each day. We do not offer part week sessions. All 3 and 4 year olds are entitled to 15 hours' free early education, from the term after they turn 3. Places are offered at York Road Nursery School on the condition that the 15 hours should be accessed solely at York Road Nursery School. Children do not usually transfer from morning session to afternoon sessions, as changes are unsettling.

York Road Nursery School operates a single intake to the nursery in September meaning children take up their nursery place in the September following their third birthday. However, if the Nursery is undersubscribed in the autumn term, we may consider admitting children in January or April in the term after their third birthday. Parents and Carers are advised to contact the Nursery via telephone – 01462 459127 or by email - [admissions@yorkroad.herts.sch.uk](mailto:admissions@yorkroad.herts.sch.uk), if they wish to see if a space is available mid-year.

**Criteria for Admissions to York Road Nursery** – SEE PAGE 6 TO 7 For Pre school (2 year olds)

After the application deadline the on-line application system enables the school to offer places.

Children with an Education and Health Care Plan which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.

If the school is over-subscribed, places will be allocated according to the following criteria:

1. Children in Public Care (Children Looked After)
2. A child “at risk” (or the sibling of a child “at risk”) who is the subject of a Child Protection Plan and who has been placed on the Child Protection Register.
3. Other applicants in line with the following priorities:
  - a) Children who have a particular medical or social need to go to the school
  - b) Children who have a sibling at the school (at time of entry)
  - c) Any child who has started in either the January or April for a 4 or 5 term nursery school place will be held a space for the coming September (a ‘Continuation from’ will need to be completed)
  - d) Any child who is classed as ‘Summer born’, (born after March 31<sup>st</sup>) and whose parents wish them to stay for a 2<sup>nd</sup> academic year at York Road Nursery. This will only apply to

children that already attend York Road Nursery. (see Hertfordshire admissions guidance on summer born children)

e) Any other children

**Proof of documentation to support any of the criteria above will be required.**

## **Tiebreak –**

### **Distances**

If more children qualify under a particular rule than there are spaces available a tiebreak will be used by applying the next rule for those children. If more children qualify under criterion 3 than there are places available, priority will be given to those living nearest the nursery as measured with Google Maps. Where there is a need for a tiebreaker where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore deemed closer. If there are two identical addresses of separate applicants, the tie break will be random.

### **Distance Measurement**

All distances will be by Google Maps from the postal address point of each individual house to the address point of the school.

## **Application Process**

Parents complete the online application from the school website – [www.yorkroad.herts.sch.uk](http://www.yorkroad.herts.sch.uk). The form is required to be completed in full before it can be processed. Please note that any uncompleted parts of the form will result in the application not being processed and this may delay or prevent your child from being offered a place. You will receive an automated response to acknowledge your application has been received.

The majority of children are admitted for the full academic year starting in September and leaving in July.

Places are offered during the the term preceding the child's admission; parents are responsible for accepting or declining the place offered within the given timeline, as found on the Nursery website.

Summer born children (born after the 31<sup>st</sup> March) are able to stay in Nursery for one more academic year. Parents are required to request a place for a second year by the end of the spring term in their child's first year. This request should take place by completing the school's Continuation form.

Identification of your child, passport or birth certificate, will be required to be shown to the school office on admission to the school.

## **Timeline for Applications –**

The current timeline for applications can be found on the Nursery website – [www.yorkroad.herts.sch.uk](http://www.yorkroad.herts.sch.uk)

Applications received after the deadline for online applications, will only be considered if places are available when the online process has closed.

## **Continuing Interest –**

In the event of the school being oversubscribed, a continuing interest (CI) list will be maintained by the school. If a place becomes available during the school year, allocation will be made by applying the admissions criteria.

## **Thirty Hour Provision –**

Some 3 and 4 year olds can get an extra 15 hours childcare: this is known as “30 hours free childcare”.

For those parents who may be entitled to 30 hours childcare provision, you will be expected to do an online eligibility check using the HMRC Tool Kit. If you qualify you will receive a voucher code which you will need to give to the school once your child’s Nursery place has been finalised. It will be parental responsibility to update your personal circumstances and inform the school of any changes.

Eligibility criteria are shown at <https://www.childcarechoices.gov.uk/> and parents must provide their eligibility code to the Nursery in order to be considered for a 30 hours place. Eligibility is reviewed termly and should a child fall out of eligibility during any term, fees will become payable. However, you will be given a “terms grace” if you fall out of eligibility within a term.

If there is request for a reduction in hours, the school reserves the right to review its offer and to re-apply the application rules alongside other children on the waiting list to determine whether the 30 hours place can continue be offered.

For those parents who are eligible for their child to receive 30 hours childcare provision, this will be arranged so that your child attends York Road Nursery School for 15 hours a week and then the additional 15 hours will be within the school setting and maybe in partnership with Yorkies Daycare. The hours available for the 30 hours childcare provision will be Monday-Thursday - 9.00-3.30 and Friday – 9.00-1.00, term time only. Priority for morning spaces with therefore be given to children accessing 30 hours funding and/ or a Yorkies wraparound space.

## **Additional Hours (fee paying) –**

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Further hours in addition to the 15 hours' free early years' education are available for families who are not eligible for the funded 30 hours free childcare on a fee-paying basis. This care is provided in the Nursery School setting by Yorkies Daycare, in accordance with its admissions criteria and terms and conditions. Yorkies Daycare is a charity run by a separate committee and is not part of York Road Nursery School.

Holiday care and wrap around hours (between 8.00am and 6pm) are also available through Yorkies Daycare.

### **Settling In -**

Parents and children are invited to visit together at the beginning of the terms visit sessions. They will spend time meeting the staff and exploring the nursery. During the session Parents and Carers will also attend a Parent and Carer meeting with the Headteacher. The days following the visit sessions parents are free to go or stay depending on the needs of their child.

### **Roles and Responsibilities -**

**All staff** are expected to follow this policy when advising prospective parents and admitting children to York Road Nursery School.

**The Headteacher** will ensure that –

- Children are admitted in accordance with this policy
- The school application/registration forms are compliant with the GDPR (Data Protection).
- There is good communication between the Nursery School and Day Care settings.

**The Governing Body of York Road Nursery School** will ensure that –

- The admission arrangements are reviewed annually, and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents and prospective parents

### **Pre-School Admissions Policy**

York Road Nursery School co-ordinates the Pre-School Admissions for York Road Pre- School

Children can join pre-school the term after their 2nd birthday.

At York Road Pre- School , the following criteria will be used when allocating pre-school places:

- A child with an EHCP (Education and Health Care Plan) that names the school.
- Children who are looked after by the Local Authority, including children who were previously looked after but were then adopted (or became subject to a child arrangement order or a special guardianship order)

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- 2-year-old funded placements (15 hours per week, 5 days a week, term-time only)
- Non-funded placements

Our afternoon session from 12:30-15:30, is subject to availability, term time only.

### **Applying for a Pre-School Place**

We operate a waiting list for our pre-school places. If you would like to add your child to our pre-school waiting list, Please email [Tracey.gilliland@yorkroad.herts.sch.uk](mailto:Tracey.gilliland@yorkroad.herts.sch.uk) with your child's name, address, date of birth, parent(s) name and contact details.

### **Offer of a Pre-School Place**

We offer three pre-school intakes each school year; one in the autumn term, one in the spring term and one in the summer term, subject to availability.

The length of time children are on the pre-school waiting list in no way influences the decisions about places.

### **Fees**

Our pre-school sessions cost £24.00. Fees are due termly in advance. The minimum sessions required to take up a place in Pre-school is 3 per week. Once sessions have been agreed, they cannot be altered during the term.

You will still be charged if your child is off due to illness or term-time family holidays.

You will not be charged for UK bank holidays or York Road Nursery School inset/occasional days. Repeated late payment of fees and/or late collection of your child will result in your child's place being withdrawn.

### **Late Collection Fee**

It is essential that minimum staffing ratios are maintained at all times. If a child is collected late, then ratios may be exceeded and staff may have to stay on beyond the end of their shift. When this occurs we will pass this cost on to the parents at £10.00 up to first 10 minutes and then £5.00 each subsequent five-minute period.