

## **Admissions Policy for September 2023– Roundwood Primary Nursery**

### **1. Rationale**

The Governors of Roundwood Primary School aim to provide a fair and transparent admissions system and this policy sets out the admissions criteria for entry to the school nursery, for children aged 3-4.

The Admissions Policy is reviewed annually.

### **2. Policy**

Roundwood Primary School manages its own admissions procedure for nursery applications. All 3 and 4 year olds are entitled to 15 hours of free early education, from the term after they turn 3.

Places are offered on the condition that a minimum 15 hours of provision should be accessed at Roundwood, although parents entitled to 30 hours free childcare may choose to split this between Roundwood and alternative nursery provision.

Roundwood operates a single intake to the nursery in September meaning children take up their nursery place in the September following their third birthday.

#### **2.1 Criteria for Admissions**

The admissions criteria shall be applied in the following order:

- 1: Children with an EHC (Education, Health and Care) Plan that names the nursery provision.
- 2: Children in public care (children looked after).
- 3: Children for whom it can be demonstrated that they have a particular medical or social need to go to the nursery.
- 4: Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school i.e. Year 6.
- 5: Those who live nearest to the nursery as measured in a straight line calculated using the address point of the parent's home and the school. This will be based on the calculator on the Hertfordshire County Council website determining distances for school applications.

There are 24 funded nursery places at Roundwood. Where applications exceed the number of places, the Admission Rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 4 or 5 than there are places available, priority will be given to those who live nearest to the school (measuring distance as specified in Rule 5).

#### **2.2 Application Process**

All applications must be made directly to Roundwood Primary School using the school's own application form, which includes the opportunity for parents to indicate preferences for any additional sessions.

Parents may contact the school office ([admin@roundwoodprimary.herts.sch.uk](mailto:admin@roundwoodprimary.herts.sch.uk) or 01582 460756) at any time to register their child on the Nursery School's interest list. Children who turn 3 before 31st August 2023 are eligible to apply for a place in the nursery from September 2023. For children on

the register of interest, an application form will automatically be sent out at the start of the admissions process to invite parents to apply for a place. Otherwise, an application form can be requested from the School Office or downloaded from the school website.

### **2.3 Timeline for Applications**

The key dates in the application process have been coordinated with other Nursery School providers in Harpenden.

Tours of the nursery are available and can be booked via the school office. Alternatively, a virtual tour and information are available on the school website.

Monday 6th March 2023: Applications close

Monday 20th March 2023: Places offered and sessions confirmed

Monday 27th March 2023: Deadline for parents to accept places directly with the School

Applications received after 6th March will only be considered if places remain after allocation of places is made in respect of on-time applications.

### **2.4 Continuing Interest**

In the event of the nursery 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 in Para. 2.1 to children on the CI list.

### **2.5 In-year Applications**

Applications may be made throughout the school year and, where there is no waiting list, children will be admitted on roll at the earliest convenient date. If there are no spaces available at the time of application, parents will be offered the opportunity to place their child's name on the continuing interest list (see Para 2.4 above).

### **2.6 Use of 15 hour funded places**

A funded 15 hour place is offered and can be used over a minimum of four mornings Monday to Friday term time only unless in exceptional circumstances and at the discretion of the Headteacher. However, we strongly recommend to parents that they send their children to nursery all 5 mornings to ensure continuity of teaching and learning of the key EYFS curriculum areas.

### **2.7 30 hours free childcare**

Some 3 and 4 year olds can get an extra 15 hours childcare funded by the government; this is known as 30 hours childcare. Roundwood is a participating provider and is able to offer a limited number of places to children of families eligible for 30 hours childcare.

However, it should be noted that eligibility does not guarantee the offer a 30 hours place. We will endeavour to accommodate 30 hours childcare requests, but places are subject to availability and are offered in such a way as to support the financial viability of our nursery provision: this means that fee paying places (i.e. for children whose parents do not meet the 30 hours criteria) – see Para. 2.8 below – will take precedence over funded 30 hours places. Where 30 hours places are available but there are more applications than places, priority will be based on the number of hours requested.

Eligibility criteria are shown at <https://www.childcarechoices.gov.uk/> and parents must provide their eligibility code to the school office 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.

The 30 hours can only be accessed through each day's morning (8.30am-11.30am) and afternoon session (12pm-3pm). Should you wish provision for the full school day (8.30am-3pm) and are eligible for 30 hours funding, there will be a charge of £17 per week (£3.50 per day) excluding a hot lunch

Hot meals are available for £2.60 per day (paid direct to our caterer, Relish), otherwise children are to bring a packed lunch.

### **2.8 Additional hours (fee paying)**

In addition to the 15 hours free early years education which is offered in the morning, parents may request additional self-funded sessions during their application to the nursery and once their child is a pupil in the nursery in order to make up to a full school day (8.30am-3pm) or to include lunch club (11.30-12.30pm).

Self-funded fees to extend provision from a 15 hours session to a full school day are £27 per day or £125 per week. Fees for lunch club are £5.50 per day.

Hot lunches are available for £2.60 per day, paid directly to our caterer, Relish, otherwise children are to bring a packed lunch.

These sessions are subject to availability but also minimum numbers to ensure both viability of the additional provision and ensuring that the experience provides sufficient varied social interaction for the children.

In order to plan our staffing, we ask parents to commit to additional sessions for a full term; should you wish to request any changes to these sessions, you must let the school office know half a term in advance (i.e. you notify the school before the end of the first half term for any changes starting at the beginning of the following term).

### **2.9 Payment for additional sessions**

All additional sessions – whether self-funded or to extend 30 hours childcare to a full school day must be paid for in advance at the start of each term. We do accept childcare vouchers from the major providers.

### **2.10 Meals and snacks**

Children are to bring a small snack for each 15 hour session and a packed lunch for full day sessions unless parents have opted for hot meals.

Wraparound care is not provided by Roundwood Primary School, but can be arranged with our breakfast and afterschool club operator, Jousters.