

Nursery Admissions Policy

Document control			
Author	E Underwood	Approved by	
Approved date		Next Review	
Published		Policy Type	Trust / Statutory
Review Period			
Version	Date issued	Author	<i>Update information: Note of interest for a nursery place updated for 2023 'Faith schools' changed to 'Church of England Schools' Governors/Trustees changed to Resolutions Committee</i>
V1.0 DRAFT	17.01.22	E Underwood	First draft version 13.01.2023

As an academy, the Trust is the admission authority for our nursery/preschools and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. Dartmoor Multi Academy Trust schools set their own oversubscription criteria.

Nursery Admissions Policy

1. Dartmoor Multi Academy Trust

Our mission is to provide the highest possible quality of education for all local children, in order to ensure pupils from all backgrounds are able to succeed.

The values of our Trust are based on the principles of the International Co-operative Alliance, complemented by the Christian ethos of our Church of England schools. In our broad and inclusive approach, we offer a home for all and we accept all for who they are, and who they are becoming.

2. Early Years Funding for two-, three- and four-year-olds

- 2.1. All three- and four-year-olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some children, whose parents are working, will be entitled to 1140 hours a year.
- 2.2. Some two-year-olds are eligible for a funded place in provision. Within Dartmoor Multi Academy Trust, the following primary schools currently offer nursery / preschool provision: Bridgerule CE Primary, Chagford CE Primary, North Tawton, Okehampton Primary School, South Tawton, and St James CE Primary are approved providers and can admit two-year-olds from the start of the funding period following their second birthday or at the start of the term in which they have their third birthday.
- 2.3. If you are not sure whether you can get a funded place for your two-year-old, you should [check here](#).



Nursery Admissions Policy

Would you like:

- to give your child a head start?
- to be able to go back to work?
- to give your child high quality learning and care?
- to have some time for yourself?

Check out if your 2-year-old can get 15 hours of childcare per week at a preschool, childminder or nursery - **and at no cost to you!**

Visit: devon.cc/tyf
Call: **0345 155 1013**



You can also check if your child can have a free meal if they go to a nursery in a school!

For further information and terms and conditions visit:

devon.cc/childcaretyf

From the Early Years and Childcare team



- 2.4. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery/preschools within Dartmoor Multi Academy trust

- 3.1. At the following primary schools: Bradford Primary, Bridgerule CE Primary, Chagford CE Primary, North Tawton Primary, Okehampton Primary, South Tawton Primary, St James CE Primary, Dartmoor Multi Academy Trust admits:
- Eligible two-year-olds funded from the start of the funding period following their second birthday.
 - Eligible two-year-olds funded as rising three-year-olds at the start of the term in which they have their third birthday.
 - Non-funded two-year-olds from the start of the term following their second birthday.
 - Non-funded two-year-olds as rising three-year-olds at the start of the term in which they have their third birthday.
 - Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
 - Non-funded three- and four-year-olds from the start of term following their third birthday.

4. Points of Admission to Nursery/Preschool

- 4.1. Generally, children will start at nursery/preschool at the beginning of a term. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and eligibility for all three-year-olds to receive the Early Years

Nursery Admissions Policy

Funding is at the start of the funding period following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

- 4.2. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

5. Patterns of attendance available

- 5.1. Please contact the various school nursery/preschool for further details on their attendance patterns throughout the week. Details will also be available on each school website. A session is classed as either a morning or an afternoon. All children who attend our settings should attend a minimum of two sessions throughout the week.
- 5.2. Our all-year-round offer is only available at St James CE Primary using their external provider FISH (Fun in School Holidays).
- 5.3. Individual schools will provide further information regarding how parents can make up their universal 570 (15 hour) entitlement.

6. Extended Hours

- 6.1. Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year. NB: some families may attend more than one provider and want to stretch the entitlement across the year in one and take some during term time in another.
- 6.2. Please refer to individual school websites for further information on how they use extended hours within their setting.
- 6.3. Families that require a longer day than we can offer should contact Pinpoint on the link: [Pinpoint](#)
- 6.4. Parents wishing to use their 15 funded hours during term times only with us need to choose sessions carefully so that they can access the full 15 hours e.g., sessions of 6 + 3 + 3 + 3 hours = 15 OR 9 + 6 hours = 15 OR 5 + 5 + 5 = 15

7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 7.2. The school must comply with Devon County Councils [Provider Agreement](#).
- 7.3. Details about buying additional sessions/hours in our nursery/preschools are set out in the Trust [Charging and Remissions Policy](#).

Nursery Admissions Policy

8. Childcare Vouchers and Tax-Free Childcare

- 8.1 Our Trust accepts childcare vouchers from Fideliti, Compshare, Edenred, National Savings, Sodexo.
- 8.2 Our schools are [registered](#) for [tax free childcare](#) Parents can apply through [Childcare Choices](#). This helps make childcare more affordable.

9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).
- 9.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

10. Visiting

- 10.1. We welcome visits from parents and children who are considering applying for a place in one of our Trust schools. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery/preschool. If you would like to visit any of our schools, you should contact the school to make an appointment.
- 10.2. For information on what individual schools offer during visits, please see the school website or contact the school for further details.
- 10.3. Most children will start at the nursery/preschool at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider.
- 10.4. To apply for a place at one of our schools you must use the Nursery Application Form and Parent Declaration Form obtainable from the individual schools' websites.
- 10.5. Places are not allocated to a child automatically, even where:
 - there is an older sibling attending here;
 - a child attends a particular toddler group or Children's Centre attached to the school.
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.
- 10.6. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply on our websites but the responsibility for making an application will be with you as the parent.

11. How to apply for a nursery place

- 11.1. **Parents must complete both the** Nursery Application Form and the Parent Declaration Form **and return them to the school.**

Nursery Admissions Policy

- 11.2. The closing dates for applications for the nursery/preschool/foundation stage unit intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

12. Information provided in an application

- 12.1. We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery/preschool, and this disadvantages another child.
- 12.2. If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 12.3. You will be asked to provide date of birth evidence so we can check your child's age.

13. What happens next

- 13.1. If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the Resolutions Committee prioritise applications according to the oversubscription criteria.
- 13.2. We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.3. By 1 May, 1 October and 1 February we will contact successful parents to welcome them to the nursery/preschool and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

14. Overview of the Admissions Process

1) Visit the nursery in:	Spring term	Summer term	Autumn term
2) Apply by:	1 May	1 September	1 January
3) Receive a letter about your application before:	May half term	October half term	February half term
4) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school

Nursery Admissions Policy

5) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term
--	--------------------------	------------------------	----------------------

15. Published Nursery Admissions Number (PNAN)

- 15.1. This is the number of places schools intend to make available for our normal nursery/preschool intake. Once schools have set this number, they will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 15.2. The Resolutions Committee also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published on schools' websites.
- 15.3. If there is an increase in the demand for places the Resolutions Committee may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 15.4. Where the number of applications exceeds the number of places available the Resolutions Committee will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the nursery/preschool the governing body will use the following **oversubscription criteria** to prioritise applications for both funded and bought hours:

- A child with an Education, Health and Care Plan naming the school will be admitted.
1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
 2. Children with an exceptional medical or social need to attend this nursery.
 3. Children who live in the designated area and are eligible for two-year-old funding. [Check your eligibility for two-year-old funding and free school meals in the nursery](#)
 4. Children who live in the school's designated area who have a sibling at the school.
 5. All other children who live in the designated area.
 6. Children who live outside of the designated area with a sibling at the school.
 7. Children who live outside the designated area who are eligible for the early years funding for two-year-olds.
 8. Other children.

16. Waiting lists

- 16.1. Following the allocation of nursery/preschool places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 16.2. If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the

Nursery Admissions Policy

nursery/preschool for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

- 16.3. Parents with children that are not due to start within the next two terms, will be asked to complete a [Note of Interest for a Nursery Place 2023.docx](#) and told when they should apply.

17. Increasing the hours attended

- 17.1. If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions at the times that are available, then they can be offered to parents of children who are already attending the nursery/preschool. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery/preschool who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.

18. Admissions appeals

- 18.1. If a nursery/preschool place is refused, parents can go through the Trust's complaints process [here](#) to express their concerns. The Resolutions Committee will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery/preschool was full, it will also consider the impact on the child and family and may still award a place at the nursery/preschool if there is both the physical space and sufficient staff available.

19. Transport

- 19.1. No transport is available for nursery children.

20. Uniform

- 20.1. Children attending our nursery/preschools are not expected to wear a uniform.

21. Claiming the Early Years Funding

- 21.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

22. Changes to attendance

- 22.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and

Nursery Admissions Policy

b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

- a) New applications from parents whose children do not yet attend the nursery.
- b) Requests by parents whose children attend the nursery, and they want to increase OR change the times their child attends

22.2. It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

23. Induction and transition arrangements for starting nursery/preschool/FSU

23.1. For further information about induction and transition into starting at a school, please see individual schools' websites and Nursery Admission Policies.

24. Contact details of our primary schools

School	Currently offering Nursery/Preschool Provision	Contact Details
Bradford Primary	No	admin@bradfordprimary.org.uk 01409 281432
Black Torrington Primary	No	admin@blacktorringtonprimary.org.uk 01409 231262
Boasley Cross Primary	No	admin@boasleyprimary.org.uk 01837 871362
Bridestowe Primary	No	admin@bridestoweprimary.org.uk 01837 861361
Bridgerule CE Primary	Yes	admin@bridgeruleprimary.org.uk 01288 381366
Chagford CE Primary	Yes	admin@chagfordprimary.org.uk 01647 432412
Exbourne CE Primary	No	admin@exbourneprimary.org.uk 01837 851205
Highampton Primary	No	admin@highamptonprimary.org.uk 01409 231339
Lydford Primary	No	admin@lydfordprimary.org.uk 01822 820264
Northlew CE Primary	No	admin@northlewprimary.org.uk 01409 221 420
North Tawton Primary	Yes	admin@ntcps.co.uk 01837 82284
Okehampton Primary	Yes	admin@okehamptonprimary.org.uk 01837 52866
South Tawton Primary	Yes	admin@southtawton.org.uk 01837 840242
St James CE Primary	Yes	admin@stjamesokehampton.org.uk 01837 52341