

NURSERY ADMISSIONS POLICY

This policy relates to all admissions to Oldbrook First School Nursery. Places are allocated in line with Oldbrook First School's admissions criteria:

1. Children who have an Education, Health and Care Plan (EHCP). Generally, children who live in the school's catchment area who also have an EHCP will be given priority over other applicants. Where the school has specialist provision not available elsewhere applications will be considered from outside the school's catchment area and, if appropriate, places will be allocated.
2. Children who are looked after by the Local Authority or are previously looked after, including children previously in care outside of England.
3. Children who live in the catchment area and have a sibling on roll at the time of admission. Proof of residence may be required.
4. Children who live in the catchment area served by the school. Proof of residence may be required.
5. Children who live outside the catchment area and have a sibling on roll at the time of admission.
6. Children who have a parent currently employed at the school, who has worked at the school for at least two years.
7. Children who live outside the catchment area of the school.

In the event of over-subscription, places will be allocated according to the proximity of the child's home to school as measured by the nearest available route.

NB A place in the nursery does not automatically confer admission to the school, nor does it guarantee a place in the school. The standard LA admission procedure to school at reception age will apply irrespective of whether a child has attended the school's nursery.

Currently all 3 and 4 year olds are entitled to 15 hours of free childcare each week. You do not need to apply for the 15 hours free childcare as this is a Universal Entitlement. Parents of children aged 2 in receipt of certain benefits could qualify for 15 hours of free childcare each week. This is known as Time for Twos Funding. If you are in receipt of Time for Twos Funding, your child would be eligible to start at Oldbrook First School Nursery once they have turned 3 years old. This is subject to the notice period of your current childcare provider. Some families may be entitled to 30 hours of funded childcare; the additional 15 hours are known as an Extended Entitlement.

Tax-Free Childcare and 30 hours free childcare are two separate government schemes, to help parents with the cost of childcare. You can apply for both through one online application – the childcare service. Parents need to check their eligibility using the following link:

<https://www.gov.uk/apply-30-hours-free-childcare>.

If eligible for 30 hours funded childcare, an 11 digit code will be generated and should be given to the school for confirmation with Milton Keynes Council.

Our nursery places are made up of children who are entitled to the universal 15 hours of free early years education and childcare who can attend from 8.45am-11.45am, Monday to Friday during term time (Universal Entitlement) and those who are eligible for 30 hours of free early years education and childcare (Extended Entitlement) who can attend from 8.45am-3.00pm Monday to Friday during term time. **Places are offered on the basis that children will either attend for 5 mornings or 5 full days per week.** 30 hours funded places will be prioritised for children attending nursery for 5 terms, then 4 terms etc.

If your child is not eligible for the 30 hours of free early years education and childcare, there is an option to pay for the additional 15 hours per week. The total cost for this is £75.00 per week. You will be invoiced monthly in advance. If you are registered with the Government's Tax-Free childcare scheme, then you may use this to pay for the nursery fees. Non-payment of fees will result in the nursery place being withdrawn. Nursery charges will be reviewed termly.

All children attending for 30 hours will need to bring a packed lunch or a hot lunch can be ordered for each day through Wisepay:

<https://www.wisepay.co.uk/store/generic/template.asp?mID=417507&ACT=nav>.

Orders must be placed by midnight on Wednesday for meals the following week.

If you wish to apply for a Nursery place, please visit the school website where there is a link to our online application form:

<https://www.oldbrookschoo.co.uk/nursery/>

Please arrange to bring your child's birth certificate to school once you have submitted the online application form. A £20 refundable deposit is required at registration to secure your child's nursery place. This will be refunded in full within a calendar month of your child starting nursery. If you fail to take up your child's nursery place, the deposit will be retained to cover administrative costs.

Please contact the school office with any queries you have in relation to this policy.

This policy is reviewed annually, or sooner if required, by the Governing Body.

Policy Author	Mrs L Preen	Date of Approval	20 September 2022
Policy Approval	Full Governing Body	Next Review Date	September 2023