



Admissions Policy (Nursery and Primary)

Date of review: Spring 2024

Date of next review: Spring 2025

Aims

This admissions policy has been formulated with the intention of setting out a clear and transparent approach to the allocation of nursery places.

It is our intention to serve our local community to its best advantage and to admit children into our school in a way that is most beneficial to them, taking into account their pastoral, emotional and developmental needs and having regard to their home / personal circumstances. We intend to maximise the take-up of nursery places and offer as many children their entitlement to 15 hours of free nursery education (or 30 hours if eligible), whilst also offering the facility to purchase additional nursery sessions should there be places available.

In line with government regulations for the staffing of maintained nurseries, a ratio of one adult to 13 children is followed. There will be a maximum of 26 children at any one time.

Allocation of places for free entitlement (38 weeks of the year, term time.)

Children will be eligible to free early years provision in accordance with the dates set out below:

A child born in the period	will become eligible for a free place from
1st April to 31st August	1st September following their third birthday
1st September to 31st December	1st January following their third birthday
1st January to 31st March	1st April following their third birthday

Allocation for Nursery places will be based on the following criteria:

1. Looked After Children (Children in Care)
2. Children living in the designated area who will have a sibling attending Furzeham School at the time of admission
3. Children living in the designated area
4. Children living outside the designated area who will have a sibling attending Furzeham School at the time of admission
5. Children living outside the designated area

Definitions

Sibling: brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Home address: address of the person with parental responsibility for the child and with whom the child lives for the majority of the week, at the time of application. Where a child resides through shared custody, the address will be with the parent who receives child benefit.

Children in Care: a child or young person looked after or provided with accommodation by Torbay Council or any other local authority which has informed Torbay LA of its wish to place a child.

Additional purchased nursery places will be allocated for a guaranteed period of no more than one month, when a review of available places will take place. Should the demand for free nursery places rise, it may not

be possible to continue to offer purchased sessions. Four weeks' notice will be given should it be necessary to cancel previously purchased sessions. The allocation of purchased places will be at the discretion of the nursery teacher and headteacher.

Additional purchased places will be allocated with the following criteria in mind:

- The child already takes up 5 free sessions with us
- The child has a sibling in full-time education at Furzeham School
- The length of time that the arrangement has already been in place
- The need for child care for the family
- Any special needs or special circumstances that would mean that the children / family would benefit from being able to purchase additional sessions
- The age of the child
- Toileting arrangements or other factors which affect the child's independence.

30 hours childcare

Working parents may also be eligible for an additional 15 hours a week free childcare. To find out if you are eligible and to apply visit the Government website: [Help paying for childcare: 15 hours free childcare for 3 and 4-year-olds - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-paying-for-childcare) or [Get free childcare if you're working: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-free-childcare-if-youre-working). We offer 30-hour places – please speak to the school office for more details.

In the event that the overall ratio of adults to children would not be sufficient to meet the specific needs of a child, the additional cost of extra support in order to meet these needs would need to be met by the parent of the child concerned. This would be decided through negotiation with the school and parent.

Decisions will be made based on the number of criteria which may be applied and on the professional opinion of the Nursery teacher of the child's general readiness to attend for more than 5 sessions.

Nursery sessions are from:

8.45am to 11.45am	Morning session (3 hours)
11.45am to 12.45pm	Lunchtime session (1 hour)
12.45pm to 3.15pm	Afternoon session (2.5 hours)

Lunchtime provision, which is for an hour, can be arranged at a cost of £5.00 (this time is flexible depending on which session is attended).

A breakfast club is available between 7.45 am and 8.45 am at a cost of £5.00 per session.

Paid provision is reviewed termly and guaranteed for the agreed period. Notification of discontinuation by the school will be given at the start of each term for the following term. A term's notice will be required from parents when reducing paid hours.

Payment for paid nursery provision is made in advance via the IRIS ParentMail system for the following half term. Invoices will be issued at the beginning of each half term via IRIS ParentMail.

Two reminders are sent automatically via text or email before the due date. If payment is not made by the due date, a written reminder will be sent to the parent at the first available opportunity detailing the amount involved and when payment is required by.

If payment is not made within a further five working days, another letter will be sent to the parent informing them that payment will be required the next time the child attends the nursery. If payment is not made at this point the child will not be admitted to the nursery.

The child will not be able to attend until the debt is paid in full or an appropriate payment schedule is agreed.

Late Collection of a child

We appreciate that due to unforeseen circumstances there may be genuine reasons when you are unable to collect your child on time. However, if nursery sessions are being paid for and late collection is happening regularly (more than 3 times in a calendar month) a late collection fee will be charged at the following rate:-

More than 15 minutes a late fee of £5.00 will apply and for every additional minute £1.00 will apply.

Sickness/Holidays

If a child is absent from a nursery session(s), no refund of additional paid hours will be given as spaces are reserved.

Please note that attendance at the school nursery does not guarantee a place at Furzeham Primary School.

Primary Admissions – Places 30

Admissions into Reception are handled by the Local Authority and all parents are required to complete a Local Authority application form, which is part of the TIPS booklet, in the academic year prior to the September in which the child is due to start school. The Local Authority will write to parents of all eligible children to advise them of the dates and the procedure for applying via their website. It is recommended that parents apply online but they can complete a paper copy as an alternative if preferred. Paper applications are contained in the TIPS booklet, which can be downloaded from the Local Authority website or obtained from the school office. Full details regarding admissions are available on Torbay Council's website, <http://www.torbay.gov.uk/schools-and-learning/admissions>.

At Furzeham Primary School the classes are predominately single age.

Places are allocated using the Local Authority's Admissions criteria as follows:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children who will have a sibling attending the school at the time of application.
3. Other children.

Children who have an Education, Health and Care Plan that names a school will be admitted to the school. For more information please read: [TIPS 8 - Primary and secondary school admissions - Torbay Council](#) as found on the Torbay Council website.

Please also read the following which can be found on the school's website:
TSAT Admissions Policy

Applying for a Place at Secondary School

When your child is in Year 6 you will need to apply for a place at a Secondary School. For full details of when and how to apply please go to Torbay Council's section on Secondary Admissions: <http://www.torbay.gov.uk/schools-and-learning/admissions>

Please also feel free to contact the school office on 01803 853347 if you have any queries relating to this policy or Nursery admissions.

In-Year Admissions

For admission into school at any other time, please contact Torbay Council's Admissions Department on 01803 208908.