

## Admissions Policy

### 1. Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures ([Equality and Diversity Policy](#)).

### 2. Admissions to the Nursery

- 2.1 Somerset Bridge Nursery admits children from the start of the day following their second birthday.
- 2.2 There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.
- 2.3 The admissions panel will make a decision regarding the maximum number of spaces available in each room of the Nursery, dependent upon the staffing levels. This decision will be approved by the Headteacher before the admissions process starts each term.

### 3. Patterns of attendance available

- 3.1 We are required to offer the Early Years Funding in a flexible way. Our Nursery makes a core offer for the universal 570-hour entitlement of:
  - Morning sessions of 9.00am to 12.00pm
  - Afternoon sessions of 12.00pm to 3.00pm
  - All day sessions of 9.00am to 3.00pm
- 3.2 If you choose an afternoon or an all-day session, this includes the lunchtime period which starts at 12.00pm.
- 3.3 We are a term-time only setting. All parents/carers will be provided with an academic calendar which details the dates the Nursery will be closed for school holidays, bank holidays and inset days.

### 4. Charging

- 4.1 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.
- 4.2 The Nursery will comply with the [Somerset Local Provider Agreement](#).
- 4.3 Full details of our charges are set out in our [Nursery Fees Policy](#).

## **5. Visiting**

- 5.1 We welcome visits from parents/carers and children who are considering applying for a place here. 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. If you would like to visit you should contact the Nursery office to make an appointment.
- 5.2 We offer stay and play taster sessions that can be attended after a place has been offered.
- 5.3 To apply for a place here you must complete an [application form](#) which can be found on our website or you can request a copy from our Nursery office.

## **6. How to apply for a Nursery place**

- 6.1 Parents/carers must complete the application form and return it to the Nursery office by the closing date (see admissions table below in point 9).
- 6.2 The closing dates for applications for the Nursery are 1st February, 1st May and 1st October, depending on your preferred start date. You can apply after these dates, but your application may not be considered until the following term. All late applications will be passed to the Nursery Managers for consideration.

## **7. Information provided in an application**

- 7.1 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 and this disadvantages another child.
- 7.2 If you know or believe that your child's address will change before admission, you must inform the Nursery as this may affect your application.
- 7.3 You will be asked to provide date of birth evidence, so we can check your child's age and proof of address, so that we can ascertain whether you live within the School's catchment area.

## **8. What happens next**

- 8.1 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 Nursery prioritise applications according to the oversubscription criteria (see point 10 below).
- 8.2 We will endeavour to offer the hours requested on the Application Form. If this is not possible, we will contact parents/carers with the sessions that are available.
- 8.3 By February half term, May half term and October half term (as applicable) we will contact successful parents/carers to offer their child a place at Somerset Bridge Nursery and to confirm the sessions that they will attend. You will also be contacted if we do not have a place available, so that you can apply to another setting.

## 9. Overview of admissions Process

The term you would like your child to start at Somerset Bridge Nursery:	Spring Term (1 <sup>st</sup> Jan – 31 <sup>st</sup> Mar)	Summer Term (1 <sup>st</sup> Apr – 31 <sup>st</sup> Aug)	Autumn Term (1 <sup>st</sup> Sept – 31 <sup>st</sup> Dec)
Visits to the Nursery to take place between:	April and July	September and December	January and March
Admissions Window Opens	1 <sup>st</sup> June	1 <sup>st</sup> November	1 <sup>st</sup> March
Applications to be submitted by:	1 <sup>st</sup> October	1 <sup>st</sup> February	1 <sup>st</sup> May
Admissions panel to meet during:	October	February	May
Receive a letter regarding the outcome of your application before:	October Half Term	February Half Term	May Half Term

## 10. Oversubscription criteria

10.1 Where the number of applications exceeds the number of places available in each room, the Nursery will use the following oversubscription criteria to prioritise applications for both grant and privately funded hours:

### **A child with an Education, Health and Care Plan naming Somerset Bridge Nursery 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 (you must provide written evidence from relevant registered professionals i.e. a doctor or social worker. The evidence must demonstrate why our setting is more appropriate and what difficulties would be caused if your child were to travel to and attend an alternative setting).
3. Children who live in the School's catchment area\* who are receiving additional forms of Government Support and are eligible for the supported families funding. To find out if your child is eligible, please visit the following link - [Childcare choices](#)
4. Children who live in the School's catchment area\* and are eligible for the working families funding. To find out if your child is eligible, please visit the following link - [Childcare choices](#)
5. Children who live in the School's catchment area\* who have a sibling at Somerset Bridge Primary School or Nursery.
6. All other children who live in the School's catchment area\*.
7. Children who live outside of the School's catchment area\* with a sibling at Somerset Bridge Primary School or Nursery.
8. Children who live outside the School's catchment area\* who are receiving additional forms of Government Support and are eligible for 2 year old funding. To find out if your child is eligible, please visit the following link - [Childcare choices](#)
9. Children who live outside the School's catchment area\* and are eligible for the working families funding. To find out if your child is eligible, please visit the following link - [Childcare choices](#)

## 10. All other children.\*

*\* To find out if your child lives in the School's catchment area for the Nursery, please visit the following link – [Primary School Catchment Map](#)*

- 10.2 If more children qualify under any of the above rules than there are places available under that rule then the available places will be allocated to those children who qualify under that rule of who live nearest to Somerset Bridge Nursery. This will be measured as the crow flies i.e. in a straight line from the centre of the applicant's home address to the main entrance of the nursery.
- 10.3 Where there is a need for a tie-break, where two different addresses measure the same distance from the school, the lower door number will be deemed nearest. If there are two identical addresses of separate applicants, the tie break will be via a random draw.

## 11. Waiting List

- 11.1 Following the allocation of Nursery places, the Nursery 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 grant funded or privately funded. It is possible that a child's name could go down on a list as well as up.
- 11.2 If a place is only available for a short period of time, i.e. half a term or less, then the Nursery will discuss with the parent/carer whether it would be in the child's best interest to attend the Nursery 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.
- 11.3 Parents/Carers with children that are not due to start within the next term will be asked to complete a [Note of Interest form](#) and will be advised when they should apply.

## 12. Admissions Appeal

- 12.1 If a Nursery place is refused, parents/carers can appeal the decision in writing addressed to the Headteacher. The Headteacher will review the admissions process to ensure that this policy and admissions process has been followed correctly.

## 13. Starting Nursery

- 13.1 Parents/Carers will be provided with a registration pack once their place is confirmed.

## 14. Contacts

<b>Nursery Manager(s)</b>	Natasha Rook and Hayley Hart
<b>Email</b>	<a href="mailto:nursery@somersetbridge.school">nursery@somersetbridge.school</a>
<b>Telephone</b>	01278 452095
<b>Website</b>	<a href="http://www.somersetbridge.co.uk">www.somersetbridge.co.uk</a>