



**SEDGEFIELD  
HARDWICK**

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# Nursery Admissions Policy

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At Sedgefield Hardwick Nursery we do not have a set amount of Nursery places. We are a fully flexible Nursery, meaning we allow parents/carers to choose their preferred sessions for their child. If we cannot offer parents/carers their preferred sessions, then we offer parents/carers the remaining available sessions. The Nursery will stop offering Nursery sessions and places to children and parents/carers when all sessions are full.

Nursery places and sessions are allocated using the criteria set by Durham Local Authority. The criteria is outlined below, in order:

**Priority will be given to children entitled to 15 hours per week and these places must be allocated first. Places are allocated for the 15 hours per week entitlement according to the oversubscription criteria listed below:**

- 1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement, or special guardianship order\*.** A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

An adoption order is an order under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 2. Children who appear to the Admissions Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.** A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

- 3. Children In Need**

The Children Act 1989 defines a child 'in need' as:

- a) He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act.
- b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services.

c) He/she is disabled.

A maximum of two part-time nursery places are retained until the end of the Autumn half term in order to accommodate emergency referrals of children "in need" as defined in the requirements of the Children Act, 1989.

#### 4. **The Two Year Old Free Entitlement**

Where a child has been accessing the free entitlement for 2 year olds in a maintained nursery school or unit, for a minimum of 15 hours per week for two terms immediately prior to the child becoming eligible for free entitlement, they shall receive priority for admission to that maintained nursery school or unit in order to preserve continuity, providing that they also live within County Durham's administrative area.

#### 5. **Age**

The offer of a place will be prioritised according to date of birth. Normally, the earliest date your child can be accepted for Early Years Provision is the term after the child's 3<sup>rd</sup> birthday, although some 2 year olds can access the free entitlement. Where applicants have the same date of birth, priority will be given to the earliest date of application.

#### 6. **Those children who are only entitled to the universal entitlement of 15 hours free early education per week**

Those children who are not eligible for the extended 30 hours offer should be offered the 15 hours universal entitlement for a minimum of three terms before they are due to enter a full time school place in the Reception year. Maintained nurseries should plan for this provision to ensure those who are only entitled to 15 hours are offered a place.

#### 7. **Children Living in Other Authorities**

Although there are no catchment areas for places, preference will be given to children whose parents live within County Durham's administrative area. Only when all children living within the boundary of County Durham have been allocated a place, may a child living in a neighbouring area be offered a place.

#### **30 hours free early education per week, term time, from September 2017:**

This is for 3 & 4 year olds from working families that meet the eligibility criteria. The 30 hours free place will consist of the current 15 hours universal entitlement for all 3 & 4 year olds, which will be **extended** by an additional 15 free hours. The additional 15 free hours will be known as the '**extended entitlement**'.

The maintained nursery school or unit will undertake a validation check on the eligibility code and details provided by the parent on the application form. On confirmation the code is valid the following criteria will be applied to all applicants:

If there are more places available than applications, all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once all places have been allocated, further applications will be included on a waiting list and places will be allocated in accordance with the 30 hours oversubscription criteria.

If there are more applications than places the 30 hours oversubscription criteria will be applied as follows.

### **30 Hours oversubscription criteria:**

Places will be allocated on a “first come, first served” basis on receipt of a verified code.

As a School/Nursery, we operate a waiting list for Nursery admission. Parents/carers can download and complete a Nursery Application Form from our School website or collect a Nursery Application Form from the School main office. Once completed and returned to the School main office, the child’s name will be placed on a Nursery waiting list, and parents/carers will receive a receipt to acknowledge submission of the Nursery Application Form.

All Nursery Application Forms for the **academic year 2020/2021** should be received by **12pm on Tuesday 31<sup>st</sup> March 2020**. Applications received following this deadline will be considered after all other applications for the academic year 2020/2021.

The process of allocating Nursery places will begin on **Monday 6<sup>th</sup> April 2020** using the criteria outlined above. Parents/carers can expect confirmation of Nursery Places and sessions by **Monday 4<sup>th</sup> May 2020**, after which, parents/carers have three weeks to accept the offer of a Nursery place and select preferred Nursery sessions for their child.

Please note, a place in our Nursery **does not** guarantee a place for your child in Reception.