
Nursery and Preschool Admissions Policy including Oversubscription and Charging Policy

October 2023



Policy Updated:	16/04/2024
Policy Review Date:	March 2024

As a Governor run setting within a Devon County Council community school the governing body is the admission authority and has responsibility for setting these admission arrangements. The decision-making process including the oversubscription criteria and nursery admissions policy is delegated to the schools governing body.

The Ethos of Hazeldown School

- 1.1.** Hazeldown focuses on developing positive relationships to support learning. We aim to support children to grow into socially responsible global citizens who ‘dare to dream’ through providing excellent, extra-ordinary experiences for all with a focus on ‘learning for living’.

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 that Devon County Council has approved as being good or better quality. Our nursery & preschool is an approved provider 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 or takes three-year olds from their third birthday for two-year-old funding. This means if your child turns three during a term, two-year-old funding remains in place until the start of the following term, when they become eligible for three-year-old funding.
- 2.3. Please check whether you can get a funded place for your two-year-old, you should [check here](#).



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 & preschool

3.1. Hazeldown School 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 funding period in which they have their third birthday.
- Eligible three-year olds that meet the criteria for two-year-old funding
- Non-funded two-year-olds from the start of the funding period following their second birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the funding period 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 funding period 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 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. Hazeldown School admits children throughout the term.
- 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. We are required to offer the Early Years Funding in a flexible way. Our school makes a **core offer** for the **universal** 570-hour funding entitlement of:

- Morning sessions of 7.30am to 12.00pm or 9.00am to 12.00pm and
- Afternoon sessions of 12.00pm to 3.00pm, 12pm to 4pm, 12.00pm to 5.00pm or 12.00pm to 6.00pm and
- All day sessions of 7.30am to 3.00pm, 7.30am to 4.00pm 7.30am to 5.00pm, 7.30am to 6.00pm or 9.00am to 3.00pm during term time only.

5.2. We do not offer all-year-round care.

5.3. If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 – 1.00pm. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what

parents/carers choose. We are not permitted to charge separately for this time if it is being taken as part of a funded session.

6. Extended Hours

- 6.1. Families that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours **stretched across a year** or 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. We offer 8 places at our extended school provision, which is allocated on a first come, first served basis.
- 6.2. Families that need a longer day can take funded nursery & preschool places in our governor-run before and after school provision. These sessions must be part of your pre-booked regular sessions and therefore booked in advance. These sessions are:
 - 7.30am – 9.00am before school and
 - 3.00pm – 6.00pm after school.
- 6.3. The provision before and after school may differ from the core early years provision between 9.00am and 3.00pm, as there will be older children attending and the adults will be different.
- 6.4. Before and after school childcare provision is available for all children (aged 3 -11). The governing body manages this service, and this means that the Early Years Funding for three and four-year-olds can be offered between 7.30am and 6.00pm making our nursery & preschool provision extremely flexible.
- 6.5. When allocating places, the governing body take these extended services for three and four-year-olds to be an integral part of the nursery & pre-school provision.
- 6.6. If parents want to buy additional hours on top of the 15 funded hours or the 30-hour extended entitlement, they can do this during any of our opening times, subject to availability.
- 6.7. Families that require a longer day than we can offer should look at other providers found on [Pinpoint](#)

The table below sets out our session times. **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

For 2 year olds we offer Morning sessions of 9.00am – 12.00pm

For 3 and 4 year olds we offer the following sessions:

	Session choices	Hours	Cost for non funded sessions
Morning Sessions	7.30am – 12.00pm	4.5	£23.49
	9.00am – 12.00pm	3	£21.30 (2 year old)*see Section 7

			£14.70 (3 & 4 year olds)
All Day Sessions	7.30am – 3.00pm	7.5	£39.15
	7.30am – 4.00pm	8.5	£44.37
	7.30am – 5.00pm	9.5	£49.59
	7.30am – 6.00pm	10.5	£54.81
	9.00am – 3.00pm	6	£31.32
All Day Sessions	9.00am – 4.00pm	7	£36.54
	9.00am – 5.00pm	8	£41.76
	9.00am – 6.00pm	9	£46.98
Afternoon Sessions	12.00pm – 3.00pm	3	£15.66
	12.00pm – 4.00pm	4	£20.88
	12.00pm – 5.00pm	5	£26.10
	12.00pm – 6.00pm	6	£31.32

6.8. 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.

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. Our non-funded hourly rate charges are charged at the same rate as funded hours. *This includes two-year-olds that turn three during a term (known as rising threes) who will be charged at a two year old rate until the start of the term following their third birthday. Charges for non-funded sessions can be found in Section 6 of this policy.

7.3. If a child is collected later than the contracted time, more than three times in a term, there will be an additional charge of £10.00 plus the session fee.

- 7.4. The notice period to reduce booked sessions is four weeks and must be put in writing to the Nursery and Pre-School. If you leave during the school year we require four weeks notice in writing. These sessions will be charged regardless of attendance. If you wish to increase your sessions this can be done with immediate effect subject to availability.
- 7.5. All non-funded sessions must be paid in advance. You will receive an invoice via the school's online payment system, School Spider.
- 7.6. Any funding shortfall at the end of the school year will be chargeable at the current Devon County Council funding rate. Due to how bank holidays and school non-pupil days fall, some parents may find that they exceed the annual funding entitlement. (570 for 15 hours per week and 1140 for extended entitlement).
- 7.7. Staff will be charged 'At cost' for any extended schools sessions if they are not funded.

8. Childcare Vouchers and Tax-Free Childcare

- 8.1. Our school accepts childcare vouchers.
- 8.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#) this helps make childcare more affordable.

9. School Lunches

- 9.1. Little Acorns at Hazeldown School is a Governor run provision and therefore do not provide Free School Meals. All children attending sessions that cover the 12.00 – 1.00pm slot are expected to provide a healthy packed lunch for their child/ren.

10. Visiting

- 10.1. We welcome visits from parents 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 & pre-school. If you would like to visit Little Acorns at Hazeldown School, you should contact the school to make an appointment. Please telephone the school office on 01626772901.
- 10.2. 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.
- 10.3. To apply for a place here you must use our New Child Enquiry Form which is available on request.
- 10.4. Places are not allocated to a child automatically, even where:
 - there is an older sibling attending the school.
 - 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.

- 10.5.** 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. The responsibility for making an application will be with you as the parent.

11. How to apply for a nursery place

- 11.1.** The closing dates for applications for the nursery & pre-school 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. These dates do not currently apply to Little Acorns Pre-School & Nursery as we admit children throughout the year.

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 & pre-school, 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 governing body prioritise applications according to the oversubscription criteria.
- 13.2.** We will endeavour to give the hours requested on the New Child Enquiry 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.** We will contact successful parents six weeks prior to the requested start date 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, or remain on our waiting list.

14. Published Nursery Admissions Number (PNAN)

- 14.1.** This is the number of places we intend to make available for our normal nursery & preschool intake. Once we set this number, we 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.

- 14.2. The governing body 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.
- 14.3. If there is an increase in the demand for places the governors 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.
- 14.4. The table below sets out our Published Nursery Admissions Number (PNAN) for 2022/2023. Numbers of children admitted is based on staff to child ratio.

The maximum number of 3 and 4-year-old children that will be admitted at any one time:	20 per morning session & 24 per afternoon session
The maximum number of 2-year-old children that will be admitted at any one time: OR	2 per morning session
The maximum number of 2,3 and 4-year-old children that will be admitted at any one time:	22 per morning sessions & 24 per afternoon session

- 14.5. All sessions will be allocated on a first come, first served bases. Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">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. A child with an Education, Health and Care Plan naming the school will be admitted.3. Staff with children of nursery or pre-school age. |
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15. Waiting lists

- 15.1. Following the allocation of nursery & pre-school 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.
- 15.2. 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 & 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. Increasing the hours attended

- 16.1.** If a place/session becomes available part way through a term the session will be offered to parents of children who are already attending the nursery & pre-school. If existing parents do not want the sessions at the times that are available, then they can be offered to families on the waiting list.

17. Admissions appeals

- 17.1.** If a nursery/pre-school place is refused, parents can go through the school's complaints process to express their concerns. The governing body 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 & pre-school was full, it will also consider the impact on the child and family and may still award a place at the nursery & pre-school if there is both the physical space and sufficient staff available.

18. Transport

- 18.1.** No transport is available for nursery children.

19. Uniform

- 19.1.** Children attending Little Acorns at Hazeldown School are expected to wear a red polo and sweatshirt. A Hazeldown Sweatshirt/Polo shirt with our logo can be purchased online at Price and Buckland. If your child is eligible for Pupil Premium funding, we will provide you with one Hazeldown Sweatshirt.

20. Claiming the Early Years Funding

- 20.1.** 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.
- 20.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 20.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

21. Changes to attendance

- 21.1.** 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 b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
- a) Requests by parents whose children attend the nursery, and they want to increase OR change the times their child attends
 - b) New applications from parents whose children do not yet attend the nursery.

21.2. 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.

22. Induction and transition arrangements for starting nursery & preschool

22.1. Parents can request a pre-school tour prior to applying for a place which offers an opportunity to meet the team. Subject to availability we offer settling in sessions by agreement during the Summer Term for September starters.

23. Contacts and further information

Headteacher	Stuart Ludford
Pre-School Leader	Samantha Boyer
E-mail:	Littleacorns@hazeldown.devon.sch.uk
Telephone:	01626772901
Website:	www.hazeldown.co.uk
Social media:	Facebook

Policy History:

6.7 Price update 14/08/2023

7.2 Non-funded hourly rate charges 02/11/2023

6.7 Price update 16/04/2024