



Manor Drive Primary Academy

Nursery Admissions Policy - DRAFT

In force with effect from 2022

Presented to the Trustees December 2021

Date approved: ¹	
Date approved: ²	
Date of next review: ³	

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years

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1.0 POLICY

1.1 The purpose of the policy is:

- To ensure the transparent allocation of places for children to access integrated care and education at Manor Drive Primary Academy Nursery.
- To outline how all children in our community have ease of access and to provide the required support to ensure parents/carers are well informed of the services and facilities available to them.

2.0 PROVISION AND APPLICATION

2.1 As part of our provision our Nursery aims to provide 52 places that will be 26 in the morning sessions and 26 in the afternoon sessions. This provision is for 3 and 4 year olds until they start school. The number of places we provide may change as we ensure that we follow statutory guidance on adult to child ratios as outlined in the EYFS framework.

When a parent/carer communicates an interest in applying for Manor Drive Primary Academy Nursery they will be required to fill in an online application form. On receipt of the application form the child will be placed on the waiting list according to our application criteria.

3.0 ALLOCATION OF PLACES

3.1 Places are offered according to our admissions criteria, any children not offered a place will be asked if they wish to remain on our waiting list.

When a new place becomes available places are allocated and offered out to families according to the same criteria:

1. Manor Drive Nursery will admit a looked after child, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of the local authority (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989).

2. Manor Drive Nursery will admit children on social or medical grounds, where professionals have clearly identified that the Manor Drive Nursery will best meet the needs of the child. (These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Services)

3. Children who are both living in the catchment area served by the academy (see Peterborough City Council website for address list) and have a sibling (sibling refers to a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child is living in the same family unit at the same address) at the time of admission. Up to date evidence of residency/home address

may be requested by the academy from the parents/carers at any time during the admissions process.

4. Children of members of staff providing that they have been employed for a minimum of 2 years.

5. Other children living in the catchment area at the time of admission.

6. Children who do not live in the catchment area served by the academy, but who have a sibling of compulsory school age attending the school.

7. Other children whose parents/carers have requested a place.

3.2 We reserve the right to offer a place to a child that may be subject to a Child Protection Plan, considered to be a Child In Need, or by attending Manor Drive Nursery it means that as a setting we can more effectively meet their safeguarding needs.

3.3 When a place becomes available we also give priority to current pupils to increase or change their sessions. Parents/carers need to request these session changes by completing a change of session form.

3.4 Changes to sessions may only begin at the start of a new half term and with 2 weeks' notice prior to the end of the current half term. This is subject to the requested sessions being available and offers will be made to current families in order of application.

3.5 We operate a 4 week notice period for any child leaving our setting. If a child is transferring from another setting a 4 week notice period must be given to the previous child care provider. This will allow time for any funding to be cancelled at the previous setting and then claimed at the new setting.

4.0 SESSION TIMES AND CHANGES

4.1 Children are able to access the following session times during term times only, depending on availability. The term dates are the same as the term dates for Manor Drive Primary Academy, details of these can be found on the website.

3 AND 4 YEAR OLD PROVISION	
Session	Cost
Morning Session 8:45 - 11:45	£21
Lunch Time Supervision 11:45 - 12:15	£2
Optional School Meal	Price TBC
Afternoon Session 12:15 - 15:15	£21

We hope to offer breakfast club and after school club provision for our nursery and our school children. This will be dependent on numbers and staffing.

5.0 GOVERNMENT FUNDING

- 5.1 We accept government funding for 15 and 30 hours of childcare for eligible 3 and 4 year olds.
- 5.2 For new starters a funding form must be completed as part of the application process in order for the nursery to claim the funding for the child.
- 5.3 For parents/carers of children aged 3 and 4 that are eligible to claim 30 hours free funding, a code must be provided to the Nursery which can be obtained from <https://www.gov.uk/30-hours-free-childcare>. This website will also contain information about who is eligible.
- 5.4 The 30 hour funding codes must be re-applied for by parents/carers every 3 months. Failure to re-apply/validate the code will put funding at risk. If parents/carers no longer have a valid code there will be a charge for all of the sessions their child attends.
- 5.5 For all new starters that transfer from another childcare setting, a 4 week notice period must be given to the previous child care provider. This will allow time for the funding to be cancelled at the previous setting and then claimed at the new setting.
- 5.6 Failure to provide 4 weeks notice will put funding at risk and the parent/carers could be asked to pay for sessions until the funding is in place.

6.0 RECEPTION APPLICATIONS

- 6.1 Gaining a place at Manor Drive Primary Academy Nursery is not a guarantee of a Reception place at Manor Drive Primary Academy.
- 6.2 Parents/carers will need to apply for a Reception place in line with the Manor Drive Primary Academy Admissions Policy and through the Local Authority. The Manor Drive Primary Admissions Policy can be found via this link <https://www.manordriveprimary.org.uk/page/?title=Admissions&pid=13>.

Access to the Local Authority website can be found via this link <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/starting-school-in-reception>

7.0 POLICY REVIEW

- 7.1 The Local Governing Committee will review this policy in line with the procedure for policy review.
- 7.2 Date for Review
If there is no other reason for a review, this policy will be reviewed every 3 years by the Governors with the next review being summer 2024.