

# Nursery Admissions Policy

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## **1 Rationale**

- 1.1 As an Oasis Academy we are committed to providing high quality Early Years provision. Our admissions process is clear and transparent in order to ensure equal access to that provision.
- 1.2 Parents/carers need the necessary information to make informed decisions about nursery placements and to request places. They also need good communication to ensure that they understand their responsibilities when entering into a parent/school relationship.
- 1.3 We are aware that for many parents/carers and children nursery is their first experience of education and of Oasis Academy Long Cross. It is important that the admission process is fair, open and reflects the core values of Oasis.

## **2 Aims**

- 2.1 To assist parents/carers in understanding the procedure for admissions into the Oasis Academy Long Cross Nursery and ensure that good communication between the nursery and parents/carers is maintained at all stages.
- 2.2 To ensure that the admission procedures reflect the Academy's core values and standards and to secure long term commitment to Oasis Academy Long Cross from parents.
- 2.3 To create a fair and consistent approach within Oasis Academy Long Cross and ensure that good practice is both adhered to and developed.

## **3 Parents' Entitlements**

- 3.1 All children aged 3-4 are entitled to 15 hours of free childcare per week during term-time. Parents can claim those 15 hours from the beginning of the term<sup>1</sup> after their child's 3<sup>rd</sup> birthday.

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<sup>1</sup> 'Term' means the first school term on or after the 1<sup>st</sup> April, the 1<sup>st</sup> September or 1<sup>st</sup> January.

- 3.2 Some children are entitled to an extra 15 hours of free childcare per week on top of the universal 15 hours. To be entitled to 30 hours of free childcare per week all parents in the child's household must be working and each must be earning the equivalent of 16 hours per week of the national minimum wage but no more than £100K. Parents who think they might be eligible for 30 hours of free childcare should contact the HMRC to apply and to obtain an 11-digit code as proof of their eligibility. The code remains valid for 3 months, at which point parents should re-apply to the HMRC to obtain a new 11-digit code.
- 3.3 Once an 11-digit code is obtained, parents should bring this along with their National Insurance Number and child's date of birth to enable us to check it is valid. For further information visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

#### **4 Oasis Academy Long Cross Nursery's Offer to Parents**

- 4.1 Oasis Academy Long Cross Nursery offers 90 places for children who are entitled to the minimum of 15 hours of free childcare. Parents can apply for their children to attend either Morning Nursery or Afternoon Nursery:
- Morning Nursery runs from 8:40 – 11:40am on Monday to Friday (5 sessions).
  - Afternoon Nursery runs from 12:30 – 3:30pm on Monday to Friday (5 sessions).
- 4.2 There are 10 places for parents who wish to extend their child's universal entitlement of 15 hours of free childcare to up to 30 hours. Parents can obtain extended childcare by:
- claiming up to 15 extra hours of free childcare if they are eligible (see paragraph 3.2 for eligibility criteria)
- 4.3 The school may charge parents for some nursery provision that is beyond the core nursery offer. Examples of chargeable items/services include:
- School dinners, which are currently charged at £2.32 per meal. Parents can provide their child with a packed lunch if they prefer.
  - Some trips and/or visits. Parents/carers can opt out of school trips and/or visits if they wish.
  - School uniform.

## **5 How to Apply for a Place at Oasis Academy Long Cross Nursery**

- 5.1 Parents/carers who would like to apply for a place for their child at Oasis Academy Long Cross Nursery should request a Nursery Admissions Form from the Oasis Academy Long Cross front office or by telephoning the Academy on 01179 030333. This form should be completed and handed in to the front office with the child's original birth certificate.
- 5.2 Oasis Academy Long Cross Nursery encourages parents/carers who would like their child to attend the nursery to apply for a place for their child as soon as possible after their child's second birthday.

## **6 How Oasis Academy Long Cross Nursery Allocates Places**

- 6.1 All places, whether for the universal 15 hours or to extend their child's provision, are allocated on a first-come first-served basis. When a parent applies for a place they will be informed whether they have been successful or whether they will be added to the waiting list.
- 6.2 Letters are sent to parents who have been allocated places for the following academic year on or around the 1<sup>st</sup> May to request confirmation that the place is still required. Parents must send their acceptance slip to the Oasis Academy Long Cross front office within 10 working days or the offer of a place will be rescinded. Parents who have indicated that they are eligible for up to 30 hours of free childcare must produce their HMRC 11-digit code, national insurance number and child's date of birth to prove eligibility within the 10-day period.
- 6.3 Any parent who is not allocated a place will be added to a waiting list. The following oversubscription criteria will be used to determine which child on the waiting list is offered a place if and when a place becomes available:
- i. Children with siblings already at the academy.
  - ii. Children living closest to the academy as measured in a direct line from the home address to the school.
- 6.4 Parents who are eligible for 30 hours of free childcare must ensure that they re-apply to the HMRC every 3 months. The 11-digit code will remain the same each time. If

parents do not provide Oasis Academy Long Cross front office with a valid code before their old code expires they will no longer be eligible for 30 hours of free childcare per week and their child will be unable to attend Oasis Academy Long Cross Nursery for longer than the universal 15 free hours. In such cases, Oasis Academy Long Cross Nursery reserves the right to place the child in either Morning Nursery or Afternoon Nursery depending on where there is a place.

## **7 Appeals against Admission Decisions**

7.1 Parents who wish to make a complaint about the way that the academy has applied its admissions criteria should follow the Oasis Complaints Policy, which can be found on the Oasis Academy Long Cross website ([www.oasisacademylongcross.org](http://www.oasisacademylongcross.org)).

## **8 Preparing to start Nursery**

8.1 Once a parent has been offered and has accepted a place at Oasis Academy Long Cross Nursery, the school will contact the parent to invite them to attend an induction evening, which is normally held in June.

8.2 At the nursery induction evening parents be given the opportunity to meet staff, look around the school and meet other families. Parents will also be given a pack that will include the following:

- induction visits for them and their child;
- start and home visit dates and other relevant information (see 8.3 below);
- admissions paperwork such as medical forms, home school agreement and generic consent forms before their child is allowed to start; and
- a nursery pamphlet explaining daily routines and other key points.

8.3 All children who have been offered a place at Oasis Academy Long Cross Nursery will have a home visit prior to the child's start in Nursery. At the home visit information will be shared with parents regarding all aspects of admissions and nursery life. This is essential for the child's smooth transition into Oasis Academy Long Cross Nursery.

## **9 Transition to Reception**

- 9.1 Parents should be aware that a place at Oasis Academy Long Cross Nursery does not guarantee a place in Oasis Academy Long Cross Reception. Parents will be given details and supported to complete an application for the school if necessary. Parents wishing to delay entry into Reception must discuss nursery provision with the Head Teacher.

## **10 Communication**

- 10.1 Oasis Academy Long Cross is committed to clear and open communication. Parents will be kept informed regarding admissions at all stages of the process.
- 10.2 The Nursery Admission Policy will be available on the school website and in the school front office. The Bristol Local Authority admissions information for Reception are also available to parents.

## **11 Monitoring & Review**

- 11.1 The Nursery Admissions Policy shall be reviewed by the Academy Council and Senior Leadership Team every two years, following any major procedural change or following any incident that demands action.
- 11.2 Oasis Academy Long Cross will consult with all key stakeholders whenever a policy review results in material changes to the Nursery Admissions Policy.