



# Landkey Community Primary Academy

## Nursery Admissions Policy and Oversubscription Criteria 2023 - 2024

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**Policy Adopted:** January 2024

**Policy Review Date:** January 2025

As an academy the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

These arrangements seek to comply with the government's [School Admissions Code](#), the Devon County Council Provider Agreement, the [Early Education and Childcare Statutory Guidance for Local Authorities](#) and the [Coordinated Admissions Schemes of Devon County Council](#), the local authority (LA) for this area.

### 1. The Ethos of Landkey Community Primary Academy

#### 1.1.

At Landkey Community Primary Academy, we educate and nurture the whole child, nursery is the beginning of this journey and our partnership between home and school.

Our Values are:

Respectful & tolerant; positive & hardworking, happy & confident, independent & resilient and caring & considerate.

Our vision:

Striving for excellence and caring for all, through an environment that enriches learning.

## 2. Early Years Education Funding for three and four year olds

- 2.1. All three and four year olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year. From September 2017 children whose parents are working will be entitled to 1140 hours a year.
- 2.3. 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 in a day is 10 hours; parents cannot use more than two sites in one day.

## 3. Admissions to the nursery

- 3.1. Landkey Community Primary Academy admits:
- Early Years funded three and four year olds from the start of term following their third birthday.
  - Non-funded three- and four-year-olds from their third birthday.

## 4. Points of Admission to nursery

- 4.1. Generally children will start at nursery at the beginning of a term. Eligibility for the Early Years Education Funding for two-year-olds is from the start of the term following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term 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.

Children who are eligible 2 or 3 year olds		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)

1 April	31 August	Autumn (after Summer)
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**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 their **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 entitlement of:

- Morning sessions of 8:50a.m to 11:50a.m and
- Afternoon sessions of 11:50a.m to 2:50p.m
- All day sessions of 8:50a.m to 2:50p.m
- Stay & Play session 2:50p.m – 3:20p.m

**5.2.** Our all year round offer is 38 weeks a year (during term time).

**5.3.** If you choose an afternoon or an all-day session this includes the lunchtime period that is 12– 1.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Funding.

**5.4.** We have a minimum requirement of children attending the setting for 2 sessions. This is to ensure that children build relationships and are settled in the provision.

## **6. Extended Hours**

**6.1.** Families that have an 11 digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.

**6.2.** If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement they can do this during any of our opening times. We sell 3 hour sessions. A 3 hour long session is charged at:-

- £14.70 (£4.90 x 3) for 3 and 4 year olds

**6.3.** The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session Choices	Hours
08:50a.m – 11:50a.m	3
11:50a.m – 2:50p.m	3
2:50p.m – 3:20p.m	0.5

**6.4.** Parents only 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 e.g. sessions of 6 + 3 + 3 + 3 hours = 15 OR 6 + 6 + 3 hours = 15 OR 3 + 3 + 3 + 3 + 3 hours = 15

**6.5.** *Non payment of fees* could result in your child losing their place at the nursery.

## 7. Charging

**7.1.** There is no charge for applying for a place, for admission or for the provision of education. 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. We charge a £20 deposit to book a place in the nursery. The deposit is refundable within a month of your child starting. If you choose not to take up a place the deposit will not be returned.

**7.2.** The school must comply with Devon County Council’s Provider Agreement<sup>1</sup>.

## 8. Childcare Vouchers and Tax Free Childcare

**8.1.** Our school accepts childcare vouchers. If your employer has a different voucher scheme please contact the school office to discuss your requirements.

**8.2.** Our school is [registered](#) for [tax free childcare](#). Parents can apply through [Childcare Choices](#)

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<sup>1</sup> The Provider Agreement is regularly updated so please make regular visits to the document.

## 9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children whose parents meet the [eligibility criteria](#). A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. A free school meal will be provided if the child is attending for a whole day or an afternoon session. Parents must apply through the Citizens Portal [https://oneonline.devon.gov.uk/CCSCitizenPortal LIVE/Account/Register](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register)
- 9.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch (£2.50) or bring a packed lunch.

## 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. If you would like to visit Landkey Community Primary Academy you should contact the school office to make an appointment.
- 10.2. Most children will start at the nursery 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 school or early years provider.
- 10.3. To apply for a place here you must use the Notice of Interest Form.
- 10.4. Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
  - a parent has expressed an interest at any time in the school;
  - 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. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

## 11. How to apply for a nursery place

- 11.1. Parents must complete the [Notice of interest Form](#). School will confirm the availability. You will then be asked to complete the Parent Declaration Form (at the end of this document) and return it to the school.
- 11.2. The closing dates for applications for the nursery intake for Summer term 2024 is 9th February. You can apply after this date but your application may not be considered until after all of 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.

## **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 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 trust prioritise applications according to the oversubscription criteria below.
- 13.2.** We will endeavour to give the hours requested on the Notice of Interest Form this will be confirmed before the Parent Declaration Form is completed. 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. Where possible we will endeavour to prioritise children who are starting at a school in September. The Academy reserves the right to make any necessary changes to hours depending on school needs.
- 13.3.** By February 29<sup>th</sup> we will contact successful parents to welcome them to the nursery 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.
- 13.4.** If you need help finding a place at another provider please visit <https://www.pinpointdevon.co.uk/>

## 14. Overview of the Admissions Process

<b>1) Children become eligible for a place when they were born:</b>	On or after 1st April and on or before 31st August	On or after 1st September & on or before 31st December	On or after 1st January & on or before 31st March
<b>2) Visit the nursery in:</b>	Spring term	Summer Term	Autumn term
<b>3) Apply by:</b>	1st May	1st October	1st February
<b>4) Admissions panel meet in:</b>	May	October	February
<b>5) Receive a letter about your application before:</b>	May half term	October half term	February half term
<b>6) Reply to the letter</b>	Reply to the letter within 3 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
<b>7) Start at Nursery</b>	September	January	April
at the start of term closest to that month)	Autumn Term	Spring term	Summer term

## 15. Published Nursery Admissions Number (PNAN)

- 15.1.** This is the number of places we intend to make available for our normal nursery 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.
- 15.2.** The trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this must be published.
- 15.3.** If there is an increase in the demand for places the trustees 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.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2023-2024

<b>The maximum number of children that will be admitted at any one time:</b>	7
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**15.5.** Where the number of applications exceeds the number of places available the representatives will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. A child with an Education, Health and Care Plan naming the school will be admitted.
2. 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.
3. Children with an exceptional medical or social need to attend this nursery.
4. Children who live in the designated area and are eligible for two-year-old funding.
5. These parents will have a Golden Ticket. Those that do not have Golden Tickets can check their eligibility through the [Citizens Portal](#).
6. Children who live in the school's designated area who have a sibling at the school.
7. All other children who live in the designated area.
8. Children who live outside of the designated area with a sibling at the school.
9. Children who live outside the designated area who are eligible for the early years funding for two-year-olds.
10. Other children.

## **16. Waiting lists**

- 16.1. Following the allocation of nursery 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.
- 16.2. 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 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.
- 16.3. Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a [Note of Interest form](#) and told when they should submit the Parent Declaration Form.



## **17. Increasing the hours attended**

- 17.1.** If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions as the times that are available then they can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

## **18. Admissions appeals**

- 18.1.** If a nursery place is refused, parents can go through the schools complaints process to express their concerns. The Academy 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 was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

## **19. Transport**

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

## **20. Uniform**

- 20.1.** Children attending Landkey Community Primary Academy nursery can wear a school jumper, cardigan or T-shirt with our school logo, however this is not compulsory.

## **20.2. Claiming the Early Years Education Funding**

- 20.3.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 20.4.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 20.5.** 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 each half term.* Children cannot change sessions during a half term.

The oversubscription criteria will be applied to both 1) and 2) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

- 1) New applications from parents whose children do not yet attend the nursery.
- 2) Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends

**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.

**21.3.** *Four weeks notice* can be given by the provider if attendance is consistently low and is also required should you wish to terminate your child’s place

## **22. Induction and transition arrangements for starting nursery**

**22.1** When you have chosen Landkey Nursery for your child’s first steps into school life you will be invited for an induction meeting after nursery hours. This will take approximately half an hour and enable you and your child to start building a relationship with your key person. Home visits will be offered to families new to the school. A copy of your child’s original birth certificate will be taken and all relevant paperwork completed through the school office prior to starting the nursery.

Your child will be able to attend for the agreed amount of time at the start of the next term or before if a place is available.

### **22.2. Contacts and further information**

<b>Head Teacher</b> <b>Mrs Georgie Gratton</b>	<b>E-mail:</b>	admin@landkey-primary.devon.sch.uk
	<b>Telephone:</b>	01271 830421
	<b>Website:</b>	www.landkey-primary.devon.sch.uk



# Parent Declaration Form



**Provider Name:**

**Landkey Community Primary Academy**

## Child's Details (to be completed by the parent/carer)

	First Name	Middle Name(s)	Last Name			
<b>Legal Name:</b>						
<b>Chosen Name:</b>						
<b>Date of Birth:</b>	___/___/___	<b>Gender:</b>	<b>Male / Female</b>			
<b>Address:</b>						
<b>Postcode:</b>						
<b>Childs ethnicity:</b> (select one as identified by parent) <input type="checkbox"/> Not obtained <input type="checkbox"/> Refused	White-British	White-Irish	Traveller of Irish heritage	Any other white background	Gypsy/Roma	White & Black Caribbean
	White & Black African	White & Asian	Any other mixed background	Indian	Pakistani	Bangladeshi
	Any other Asian background	Black Caribbean	Black-African	Any other Black background	Chinese	Any other ethnic group

<b>Language spoken at home:</b>			
<b>Documentary proof of DoB Type</b> (e.g. Birth certificate, Passport):		<b>Document recorded by</b> (name of staff member):	
<b>Date document recorded:</b>			

### Two Year Old Funded Places

<b>Golden Ticket Number or</b>	<b>MM</b> --- - - - - - / - - - - - <b>or</b> <b>ZZ</b> --- - - - - - / - - - - -	<b>Date eligible from:</b>	
<b>Citizens Portal</b>	TYF 878 - _____ - _____		

[https://oneonline.devon.gov.uk/CCSCitizenPortal LIVE/Account/Register](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register)

### Details for children claiming the Extended Entitlement

<b>Parent/carer National Insurance Number/ NASS: (9 characters)</b>	_____
<b>30 hours eligibility code: (11 digits)</b>	5 0 0 _____ 1 1 _____

All providers must collect this information from eligible parents to enable a funding claim to be made and avoid over claims. This is essential where parents attend more than one provider.

### Setting and attendance details

- Parents need to agree and complete this Declaration Form (or something similar that the preschool, nursery or childminder has produced) with each provider your child attends for their early years entitlement. This will help ensure that funding is paid fairly between them.

- Your child can attend a maximum of two sites in a single day and if your child attends more than one provider Devon County Council will fund all providers based on the hours your child is booked into those provisions.

### My child is attending the following providers:

<b>Providers Name</b>	<b>Please enter the total funded hours attended each day</b>							<b>Total number of hours per week</b>	<b>Number of weeks per year (e.g. 38, 45, 51)</b>
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>		
<b>Funded hours</b>									
<b>Total daily Funded Hours Attended</b>									
<b>Providers Name</b>	<b>Please enter the total funded hours attended each day</b>							<b>Total number of hours per week</b>	<b>Number of weeks per year (e.g. 38, 45, 51)</b>
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>		
<b>Funded hours</b>									
<b>Total daily Funded Hours Attended</b>									
<b>Providers Name</b>	<b>Please enter the total funded hours attended each day</b>							<b>Total number of hours per week</b>	<b>Number of weeks per year (e.g. 38, 45, 51)</b>
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>		
<b>Funded hours</b>									
<b>Total daily Funded Hours Attended</b>									

### Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to providers for 3 and 4 year old children of families in receipt of certain benefits. This funding will be used to enhance the quality of your child's early years experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information about the **main benefit holder** to enable Devon County Council to confirm eligibility.

<b>Parent/carer First Name:</b>	
<b>Parent/carer Last Name:</b>	
<b>Parent/carer Date of Birth:</b>	
<b>Parent/carer National Insurance Number/ NASS: (9 characters)</b>	
<b>No. of universal funded hours attended weekly at this provider: (only complete if parent has an 11 digit code)</b>	

**Declaration I** (name).....  
**of** (address).....

**confirm that the information I have provided above is accurate and true. I**

**understand and agree to the conditions set out in this document and I**

**authorise** (name of provider/s  
 ).....

**to claim entitlement funding as agreed above on behalf of my child.**

I also agree that the information I have provided can be shared with Devon County Council (DCC) and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the Early Years Pupil Premium (EYPP) on behalf of my child. DCC may also share that information with neighbouring authorities if necessary for a claim to be processed.

Parent/carer/guardian with legal responsibility		Childcare provider	
Signed		Signed	
Print name		Print name	
Date		Date	

## General Data Protection Regulation Template Consent Form

Your personal data is being used by Landkey Community Primary Academy for the purposes of claiming early years funding from Devon County Council. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed via the school website.

The information provided will be shared with Devon County Council (DCC) who may share it with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities and Her Majesty's Revenue and Customs to confirm your child's eligibility and enable Landkey Community Primary Academy to claim early years funding on behalf of your child. For more details read [Devon County Councils Privacy Notice](#)

Please confirm that you give your consent to Landkey Community Primary Academy using your personal data as outlined in our privacy notice, by completing the table below.

I give my consent for Landkey Community Primary Academy to use my personal data as outlined in their privacy notice.
<b>Signed:</b>
<b>Print name:</b>
<b>Date of consent:</b>

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact Mrs Georgie Gratton Head Teacher at Landkey Community Primary Academy, Bakery Way, Landkey, Barnstaple, N Devon, EX32 0LJ

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer Mrs Terry Gaunt at Sticklepath Community Primary Academy. For more details visit our website.

**DO NOT SEND THIS FORM TO DEVON COUNTY COUNCIL**