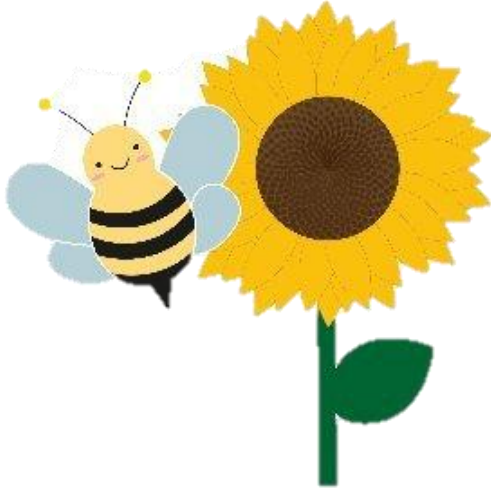




LANGOLD DYSCARR COMMUNITY SCHOOL

Admissions Policy (Nursery)



PART OF SHINE MULTI ACADEMY TRUST
COMPANY NUMBER 081634448

Management log

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Document history

Version	Date Authored	Author	Date Approved	Date Issued	Comments
V1	MAY 2024	KIM MACE AYSHEA FRISBY	22 MAY 2024	22 MAY 2024	Secure a fit for purpose admissions policy which is kept under review to monitor its effectiveness and ensure that it supports the admissions to the Nursery.
V2	SEPTEMBER 2024	KIM MACE	SEPTEMBER 2024	SEPTEMBER 2024	Review – Update on Paid Sessions and advance bookings.
V3	JUNE 2025	KIM MACE	JUNE 2025	JUNE 2025	Review – Update on cost of Lunch Club/Paid Sessions and Lunch Club food options.
V4	JUNE 2026	KIM MACE	JUNE 2026	JUNE 2026	Review – Update on cost of Lunch Club and Paid Afternoon Sessions. Update regarding attendance expectations.

Related policies

Policy	Website link
Complaints	http://www.shine-mat.com/pupil-welfare/
Equality	http://www.shine-mat.com/pupil-welfare/
Safeguarding	https://www.langold-dyscarr.org/policies/
Behaviour	https://www.langold-dyscarr.org/policies/
SEND	https://www.langold-dyscarr.org/policies/

Please note that the version of this document contained at <https://www.langold-dyscarr.org/admissions/> is the only version that is maintained.

Any printed copies should therefore be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

All policies are also available through the school office.

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Introduction

1.1 At Langold Dyscarr Community School (Langold) we value nursery education and offer high quality Early Years provision within our Nursery, for children aged 3 – 4 years, which is supported by the Take Care ethos and values of the school and SHINE Multi Academy Trust (SHINE).

1.2 The number of places in Nursery varies for those who require 30 hours free childcare or paid afternoon sessions. The number of 30 hours free childcare or paid afternoon sessions available is determined by the cohort/number of children in Nursery at that given time.

1.3 This policy sets out how places are allocated for the Nursery and the procedures for applying for a place. A place in the Nursery does not have any bearing on whether the child will get a Reception place at Langold. Parents living in Nottinghamshire who wish to apply for a place in Reception at Langold must fill out an Admissions Form with Nottinghamshire County Council (NCC). If the family home is outside Nottinghamshire, parents should apply for a place in Reception at Langold via the local authority where they live (please see main schools' admissions policy for full details).

Applying For A Place In The Nursery

2.1 Langold is proud to be part of SHINE who are the admissions authority for our Nursery.

2.2 The closing dates for applications are as follows:

- by the 31 May for a September start
- by the 31 October for a January start
- by the 31 January for an April start

2.3 Parents should complete a nursery application form available from the school office or the website at <https://www.langold-dyscarr.org/> and return it to the school office either by post (Langold Dyscarr Community School (Primary & Nursery), School Road, Langold, Worksop, S81 9PX) or email office@langold-dyscarr.notts.sch.uk

Allocating Places

3.1 Following the closing date, the leadership team¹ and Nursery Teacher will meet and will rank all applications according to the [admissions criteria listed below](#) and not according to when the application was made.

3.2 The Nursery Teacher will contact all applicants approximately half a term in advance of the start date, informing them of the offer. If parents accept the offer, they will be offered a home visit and they will be invited to 'Play Shop' sessions in the Nursery to meet staff and agree a start date. If the place is not accepted it will be re-allocated according to the ranking list. If the Nursery is oversubscribed, parents who have been unsuccessful can request that their application is placed on a waiting list² in case vacancies arise.

3.3 If there are places available in the Nursery, we can admit children during a school term.

Late Applications

4.1 If an application is received when a child is already over three-years old, sessions³ will be offered if these are available and the child will be able to start as soon as possible. If the Nursery

¹ Headteacher, Deputy Headteacher and Foundation Lead

² Note: The length of time on the waiting list does not override the criteria for admission into the Nursery.

³ Sessions are for three hours

is full, the application will be placed on the waiting list and considered against the admissions criteria when a vacancy arises.

Criteria For Admission Into The Nursery

5.1 Where there are fewer applications than places available, all children in catchment will be admitted. Children out of catchment will be considered but places will only be allocated after careful consideration of class sizes in subsequent years.

5.2 Where we receive more applications than the number of places available, the leadership team will prioritise applications using the following criteria:

5.2.1 Children with a statement of special educational need if the statement names the school.

(In accordance with section 324 of the Education Act 1996)

5.2.2 Children starting Nursey, following their third birthday. The offer of sessions will be made according to this priority ranking and will be made to meet parental need wherever possible⁴. This will include offering successful applicants their full 15 hours' free entitlement or their 30 hours' free entitlement plus any additional purchased hours that the parent may need. Paid afternoon places availability depends on class sizes. Ability to offer paid places will be reviewed regularly.

5.2.3 Over-subscription criteria:

- Children who are looked after by a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- Places will then be allocated to the oldest children who live within the school's catchment area, whose parents have requested a place at the Nursery and who, at the time of admission, will have a brother or sister attending the school.
- Places will then be allocated to the oldest children who live within the school's catchment area and whose parents have requested a place at the Nursery.
- Places will then be allocated to the oldest children who live outside the catchment area whose parents have requested a place at the Nursery and who, at the time of admission, will have a brother or sister attending the school
- Places will then be allocated to other children who live outside the catchment area and whose parents have requested a place at the Nursery.

5.3 In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school (calculated using Google Maps to measure walking distance from the school gates to the applicant's home).

5.4 In the event that two or more applicants cannot be separated according to the oversubscription criteria listed above, lots will be drawn. The tiebreaker will be supervised by an independent officer namely, the Chair of the Trust, or Leader of Governance depending on availability.

30 Hours Free Childcare

6.1 As a school-based setting, you must accept an offer for a minimum of five morning standard Nursery sessions (Monday to Friday, 8.30am until 11.30am equating to a total of 15 hours).

6.2 The offer of a place for extended (30 hours) funding is dependent upon authorisation by the DfE via the online eligibility checker; an authorisation code will be provided and the school office

⁴ Note: Due to high demand, sessions may be limited and whether places are funded or paid all offers will be based on what is available. Any hours that were requested over and above those offered will only be reconsidered and admitted at a later point if the parents request their child's name is placed on the waiting list.

must check this code before your child can receive the additional hours. Parents must apply or renew their existing code by the end of the month before a new term starts. For example, if the term starts on 1 September you must apply by 31 August.

6.3 Authorisation codes only last for three months. It is the parent's responsibility to confirm their eligibility every three months. If you fail to renew your eligibility code, your child will only be able to attend the standard 15 hours for that term.

6.4 If your circumstances change and you are no longer eligible for the 30 hours funding your child will only be able to attend the standard 15 hours.

6.5 If you wish to change your hours/sessions for the following term you must inform the Nursery Teacher in order for this to be considered.

6.6 As all 30 hours children must accept an offer for a minimum of five morning standard Nursery sessions, the additional free 15 hours are offered via afternoon sessions. Parents are encouraged to access their full entitlement, attending all five afternoon sessions where possible (Monday to Friday, 12.15pm until 3.15pm equating to a total of 15 hours).

6.6 Parents are to inform the Nursery Teacher of which afternoon sessions their child will be attending each week using Arbor, our online booking service.

6.7 With 30 hours funding being allocated through the morning and afternoon Nursery sessions, we offer an additional, private paid 45-minute Lunch Club to cover childcare between 11.30am and 12.15pm. (Please note Lunch Club is not included in the extended 30 hours funding.) Lunch Club is not a mandatory charge for parents in relation to their free hours. If parents wish to, they can collect their child at 11.30am and drop them back off at school at 12.15pm.

6.8 If your child is staying for a full day, the Lunch Club fee is £4.00 per day. All children staying for Lunch Club must have a packed lunch provided from home. Failure to pay for additional, private childcare (Lunch Club) which have been accessed, may mean that your child will lose their 30 hours place at nursery.

Paid Afternoon Places

7.1 Paid afternoon places (12.15pm until 3.15pm) are available at a charge of £16.00 per session. Paid afternoon places availability depends on class sizes. Ability to offer paid places will be reviewed regularly and cannot be guaranteed.

7.2 If available, paid afternoon places can be offered in addition to the morning places of 15 hours standard funding that all pre-school children are entitled to.

7.3 Please note the childcare for the 45-minute Lunch Club is not included in the £16.00 charge. Which means a charge of £4.00 per session is required for childcare over the lunchtime period. All children staying for Lunch Club must have a packed lunch provided from home.

7.4 The total cost for one paid afternoon space (including Lunch Club) is £20.00.

Absence And Punctuality

8.1 To ensure that our children have a settled start to each session and benefit fully from their time in Nursery it is important that they arrive punctually and attend regularly. Punctuality is a requirement of most work places and social settings; early habit-forming routines are an essential life skill. If parents feel that they are having difficulties with punctuality or attendance, please talk to the Headteacher or Nursery Teacher.

8.2 Attendance is recorded daily and reviewed regularly. Any unauthorised absence is monitored, and action will be taken where attendance levels fall below expected standards.

Procedure for Low Attendance (Unauthorised)

Attendance at 90% - Where a child's attendance drops to 90% due to unauthorised absence:

Parents/carers will be invited to attend a meeting with Headteacher and/or Family Liaison. The purpose of the meeting is to discuss attendance concerns and identify ways to improve attendance. Support and guidance will be offered where appropriate.

Attendance at 85% - Where a child's attendance drops to 85% due to unauthorised absence:

A formal letter will be issued by the office outlining concerns. Parents/carers will be informed of the requirement to improve attendance. A monitoring period of 20 days will be applied to allow for improvement. If there is no significant improvement within the 20-day period, further action may be taken. This may include the child being at risk of losing their nursery place, particularly where there is a waiting list for places. Any decision will be made in line with nursery procedures and availability of spaces.

Definitions And Interpretations

9.1 Parent' - Section 576 of the Education Act 1996 defines 'parent' to include:

- natural parents, whether they are married or not; and
- any person who, although not a natural parent, has parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or a young person.
- having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

9.2 Siblings – for admission purposes Langold considers the following as siblings:

- a brother or sister who share the same parents
- a half-brother or half-sister, where two children share one common parent
- a stepchild or children, who are not related but live as a family unit, where parents both live at the same address as the child
- adopted or fostered children living in the same household under the terms of a child arrangements or special guardianship order

9.2.1 Langold I does not consider these as siblings for the purpose of admissions:

- Cousins or other family relationships not included in 1 above.

Complaints

10.1 Any complaint about the operation of this policy, for example in the case of a particular child who has been refused admission. Parents should outline their complaint to the headteacher in the first instance, as per SHINE's complaint procedures <https://www.shine-mat.com/pupilwelfare/>. If the parent remains dissatisfied then they should write to the Board's leader of governance, c/o Whitemoor Academy, Bracknell Crescent, Nottingham NG8 5FF marking the envelope 'private and confidential' or via email governance@shine-mat.com.

10.2 There is no statutory right of appeal and a complaint will not necessarily result in a decision being overturned.

Visit

11.1 Please contact the school office if you would like to visit our Nursery or have any questions:

- Telephone: 01909730396
- Email: office@langold-dyscarr.notts.sch.uk