Cambridgeshire County Council

DETERMINED ADMISSIONS POLICY FOR NURSERY SCHOOLS & CLASSES FOR 2021 - 2022

Introduction

This document outlines the process and policy as it applies to all Cambridgeshire County Council maintained nursery schools and classes. See appendix 1 for a list of schools and classes.

This policy is reviewed and consulted on annually to ensure it continues to reflect statutory and local changes in maintained nursery education legislation and guidance.

NB: The current School Admissions Code, published in December 2014, which relates only to statutory education, does not apply to this Policy.

The legal definition of a nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years old.

In Cambridgeshire, a child is deemed to be of nursery age from the beginning of the claim period following their 3rd birthday until 31st August following their fourth birthday. The eligibility dates and claim periods are shown below:

A child born between	Is eligible to claim in the period	
1April to 31 August	1 September to 31 December (Autumn Term)	
1 September to 31 December	1 January to 31 March (Spring Term)	
1 January to 31 March	1 April to 31 August (Summer Term)	

Places offered under this policy will be available to the child from the date the place is offered until 31st August following their fourth birthday.

All three and four year old children are currently entitled to receive up to 570 hours free early learning and childcare in a year, the "universal entitlement". Working parents of three and four year olds may be entitled to access up to a further 570 hours free early learning and childcare, the "extended" entitlement Further details regarding the extended entitlement are available from the Council's website, https://www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/free-30-hours-childcare-for-working-parents/

We would recommend that, in the best interest of a child's education, this entitlement is taken at only one setting, but there may be reasons why this is not possible. In such circumstances it is possible to divide this entitlement across up to two early years settings in one day and across up to three early years settings during a calendar year.

Once a place has been allocated to a child, and the child has started at that setting, any request to transfer to an alternative nursery class, school or early years provider will not be encouraged, unless there are valid, exceptional reasons for the transfer, e.g. house move.

Application Process for a Nursery School Place:

Parents may register their interest in a place at a nursery school at any time, but must formally apply for a place, using the Council's Parent/Carer Declaration Form.
Information and application forms are available from each nursery school, via the website or from the school office or the County Council website.

Application Timetable

Applications will be processed and letters to families, informing them of the outcome of their request for placement for their child/ren, will be issued no later than:

Term Applied For	Letter will be issued no later than:
Autumn Term 2021	End of July 2021
Spring Term 2022	End of November 2021
Summer Term 2022	End of February 2022
Autumn Term 2022	End of June 2022

Catchment Area

The catchment area for a nursery class, is the same as the published catchment area for admission to the school.

Each nursery school has its own catchment area. Details are available from the schools.

Admission Number

Each nursery school, or class, has an admissions limit, determined locally. A nursery will be full and thus a pupil will be refused admission if the admissions limit has been reached.

Where there are places remaining, further admissions will be possible up to the agreed admission limit. However, places cannot be reserved for children who may move into the area later in the year.

Where more applications are received than places are available at a nursery school or class, places will be allocated in accordance with the published over subscription criteria.

Where a tie-break is necessary within a category priority will be given firstly to children who have a sibling attending the School/Centre at the time of admission and **then by date of birth with older children having priority[1].**

Reserve Lists

Children who are not offered places will have their details added to a reserve list. Children's names are placed on reserve lists **in strict order of the over subscription criteria, not according to the date of application**. This list will be held until such time as the child is of statutory school age and expected to transfer to a Reception class.

If a place becomes available, the school will contact the parents of the child whose name is first on the reserve list.

Definitions and Additional Information

Siblings

[1] If a further tie-break is needed, priority will be given to those living nearest the nursery, as measured by a straight line.

Children living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes:

- brother, or sister;
- half-brother, or sister;
- adopted brother, or sister;
- child of the parent/carer or their partner;
- children looked after, or previously looked after. This doesn't include children temporarily living in the same household - for example a looked a child in short-term, or interim, foster placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts

Unless otherwise stated, in the case of the admission of children to a nursery class, children who are attending the primary school are **not** considered as siblings in terms of determining priority for places.

Home Address

The address given on a child's application should be the child's permanent or main residence at the time school places are allocated. This should also be the address where the child will be residing when they start school in the September. A child's application can only be considered from **one** home address. Therefore, their "main residence" must be the address at which they spend the majority of their school nights, **and** will usually, therefore, be the address to which the child benefit is paid. An address used for before and after-school childcare arrangements will **not** be considered appropriate.

For the purpose of determining admissions, distance within Cambridgeshire is calculated by measuring a straight line from the reference point of the home, as determined by the OS AddressBase Premium ™, to the reference point of the school.

Evidence

All entitlements
Parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate, or passport, and the child benefit letter or a utility bill (showing the parent's name).

Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged and with confirmation of a completion date

30 Hours Extended entitlement only

There is no legislative requirement for a school to offer working parents the extended entitlement to free early learning and childcare. Each school will determine if it will offer the 30

hour extended entitlement and the way in which this offer is delivered at the school. This will be a decision for the governing body of the school and will be published on the school's website.

Where the 30 hours extended entitlement is available parents will be required to provide proof of their eligibility to the extended entitlement. This proof will be through the production of the unique code issued to the parent/carer by HMRC. The school is then required to carry out validation checks to confirm that the code is "live" before offering places to parents.

Absences

Short absences

Where a child is registered to attend the school but is unexpectedly absent for a single session or short period, no action is necessary.

Extended absences

Where extended absence occurs for medical reasons, the school will work to support the family in the most appropriate way for the individual child. It may be that keeping a place open may smooth the way for a phased return and the best approach for the needs of the child concerned.

Extended absences for other reasons must be discussed in advance with the school. Parents are encouraged to take family holidays/vacations during the school holidays, but if this is not possible, the request must be made in writing to the school including details of the dates of the proposed absence and the reasons for the request.

A written response to the request will be made by the school. Parents are advised that any request/absence for more than 4 weeks may result in their child's place at the school being withdrawn and offered to another family.

Withdrawing Offers of Nursery Places

Change in Circumstances

Parents are obliged to inform the nursery school or class of any change of address following an application, as this may affect the allocation of a place. Failure to do this could result in an offered place being **withdrawn.**

Once a place has been offered in writing there are limited circumstances in which the nursery school or class can consider withdrawing the offer. If a place is offered on the basis of a fraudulent, or intentionally misleading application, or a parent has not responded to an offer within 10 school days, the nursery may withdraw the place. These serious situations can only be considered with the full involvement and agreement of the Early Years Funding Team.

30 Hour Extended Entitlement – when a parent ceases to meet the eligibility criteria for a funded place under the 30 hours entitlement, their child's place will continue to be funded during a "grace period". At the end of the grace period, if the parent's eligibility can no longer be confirmed, the parent will be able to access the 15 hours universal free early learning and childcare at the school but additional hours would be agreed through a separate private arrangement between the parent and the school and would no longer be free.

The Council is required by government to ensure that no child is in receipt of more than their entitlement of free early learning and childcare funding.

For further information regarding Cambridgeshire's Early Years Funding Scheme please contact
https://www.cambridgeshire.gov.uk/residents/working-together-children-families-and-adults/early-years-&-childcare-providers-support/early-years-funding/

Charging for Places

With effect from September 2012 new regulations came into force, which allow schools to charge for spare places in maintained nursery classes and nursery schools. Details of where this is available to parents and a copy of the relevant Charging Policy will be available from the school.

Starting School

Your child is eligible to start school in the September following their 4th birthday, but legally must start the term following their 5th birthday.

On receipt of your child's school offer you may choose to take up this place:

- Immediately i.e. from September;
- On a part-time basis until the beginning of the term after their 5th birthday; or
- To delay your child's admission until the beginning of the term after their 5th birthday but not beyond the beginning of the final term of the school year for which it was made. This means, if your child is summer born they will need to start school in April to keep the place at the school offered. If your child does not start school in April you will need to apply in June for a Year 1 place with no guarantee of the same school being offered.

You may seek a place outside your child's normal age group if, for example, your child is summer born, gifted and talented or has experienced problems such as ill health. For more information on accelerated or deferred admission to schools please contact the Local Authority Admissions Team.

We recommend all parents discuss these admission options with the school and their early years provider following receipt of their child's offer letter.

Please note: four-year olds in primary school reception classes are not eligible for early years funding. From the date a parent accepts a school place and agrees a start date, or their child takes up that place in Reception, even if the choice is for them to continue to attend on a part-time basis, the free early years entitlement will no longer be available.

Parents who would like their child to continue in the nursery school or nursery class beyond this date, i.e. parents of children who are eligible to start Reception at school from the beginning of the Autumn Term, **must** make a fresh application for a place at the nursery school or nursery class for the new academic year.

Appendix 1

Maintained Nursery Schools			
Name	**Age Range**	**Address**	**Tel No**
Brunswick Nursery School (Cambridge Nursery Federation)	3 – 5	Young Street, Cambridge, CB1 2LZ	01223 508790
Colleges Nursery School (Cambridge Nursery Federation)	2 – 5	Campkin Road, Cambridge, CB4 2LD	01223 712168
Histon Nursery School	2 – 5	New School Road, Histon, Cambridge, CB24 9LL	01223 715075
Homerton Nursery School	2 – 5	Holbrook Road, Cambridge, CB1 7ST	01223 508766
Huntingdon Nursery School	2 – 5	Ambury Road, Huntingdon, PE29 1AD	01480 375216
Kings Hedges Nursery School	2 – 4	Northfield Avenue, Cambridge, CB4 2HU	01223 518330
The Fields Nursery School (Cambridge Nursery Federation)	2 – 5	Galfrid Road, Cambridge, CB5 8ND	01223 518333

Appendix 2

Maintained Nursery Classes			
Name	**Age Range**	**Address**	**Tel No**
Castle Camps C of E Primary School	3 – 11	Church Lane, Castle Camps, Cambridgeshire, CB21 4TH	01799 584270
Cherry Hinton C of E Primary School	3 - 11	High Street, Cherry Hinton, Cambridge, CB1 9HH	01223 568834
Clarkson Infants School	2 – 7	Trafford Road, Wisbech, Cambridgeshire, PE13 2ES	01945 584867
Colville Primary School	3 - 11	Colville Road, Cherry Hinton, Cambridge, CB1 9EJ	01223 576246
Eastfield Infant and Nursery School	3 - 11	Pig Lane, St Ives, Huntingdon, Cambridgeshire, PE27 5QT	01480 463958
Eynesbury C of E Primary School	3 - 11	Montagu Street, Eynesbury, St Neots, Cambridgeshire, PE19 2TD	01480 398028
Fawcett Primary School	3 - 11	Alpha Terrace, Cambridge, CB2 9FS	01223 840258
Great Wilbraham C of E Primary School	3 - 11	Church Street, Great Wilbraham, Cambridge, CB21 5JQ	01223 880408
Hardwick and Cambourne Primary School	2 - 11	Limes Road, Hardwick, Cambridge, CB23 7RE	01954 210070
Kinderley Community Primary School	3 – 11 (effective September 2017)	Church Lane, Tydd St Giles, Wisbech, Cambridgeshire, PE13 5LG	01945 870374
Orchard Park Primary School	3 - 11	Ring Fort Road, Orchard Park, Cambridge, CB4 2GR	01223 438200
Queen Edith Primary School	3 - 11	Godwin Way, Cambridge, CB1 8QP	01223 712200
Queen Emma Primary School	2 - 11	Gunhild Way, Cambridge, CB1 8QY	01223 714300
Ridgefield Primary School	3 - 11	Radegund Road, Cambridge, CB1 3RJ	01223 712418
Spring Meadow Infant School	3 - 7	High Barns, Ely, Cambridgeshire, CB7 4RB	01353 664742
St Matthew's Primary School	3 - 11	19 Norfolk Street, Cambridge, CB1 2LD	01223 568838
St Philip's C of E Primary School	3 - 11	2 Vinery Way, Cambridge, CB1 3DR	01223 508707
Swaffham Bulbeck C of E Primary School	3 - 11	84 High Street, Swaffham Bulbeck, Cambridgeshire, CB25 0LX	01223 811595
Thongsley Fields Primary and Nursery School	3 - 11	Buttsgrove Way, Huntingdon, Cambridgeshire, PE29 1PE	01480 375321

Homerton Early Years Centre – admissions to the Nursery School

To be read in conjunction with the Cambridgeshire County Council admissions policy for entry into maintained nursery schools

Catchment area: Please contact the school for information.

Over-subscription criteria – Two Year Old Provision:
Where more applications for 2 year olds who meet the eligibility criteria are received than places are available, places will be allocated in accordance with the following over-subscription criteria:

Children who have an Education, Health and Care Plan that names the school will be admitted before the over-subscription criteria are applied. Those children with an Education, Health and Care Plan that does not name the school will be referred to Statutory Assessment and Resource Team to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. Children who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher, Special Needs Officer, the Traveller Referral Team
3. Children with a sibling in the two year old provision (The Nest) or Nursery
4. Children living in the catchment area of the school;
5. Children of contracted members of staff and governors of the Homerton Early Years Centre
6. Children not living in the catchment area of the school;

Over-subscription criteria – Three and Four Year Olds:
Where more applications for 3 and 4 year olds are received than places are available, places will be allocated in accordance with the following over-subscription criteria:

Children who have an Education, Health and Care Plan that names the school will be admitted before the over-subscription criteria are applied. Those children with an Education, Health and Care Plan that does not name the school will be referred to Statutory Assessment and Resource Team to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. Children who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher, Special Needs Officer, the Traveller Referral Team or have previously attended the school under the two year old funded entitlement
3. Children who have previously attended the two year old provision who will be eligible to move into the Nursery at the start of the academic year in September.
4. Children living in the catchment area who have who have not yet reached statutory school age before the term of admission
5. Children of a contracted member of staff and governors of the Homerton Early Years Centre
6. Children not living in the catchment area for the nursery school who have not yet reached statutory school age before the term of admission