

Early Years Foundation Stage (EYFS)

Nursery

Admissions policy

Portsmouth Primary School and Early Years



PORTSDOWN
Primary School & Early Years

**Approved by: Governing
Body**

Date: April 2023

Last reviewed on: March 2023

Next review due by: April 2024

Contents

1. Aims	3
2. Legislation and statutory requirements.....	3
3. Definitions	3
4. How we ensure Portsdown Nursery is known about in our community	4
5. How to apply for a Nursery Place	5
6. Over subscription criteria	6
7. In-year admissions.....	7
8. Appeals	7
9. Monitoring arrangements.....	7

1. Aims

This policy aims to:

- Explain how to apply for a place at the Nursery
- Set out the Nursery's arrangements for allocating places to the children who apply

2. Legislation and statutory requirements

This policy is based on requirements set out in the [2021 statutory framework for the Early Years Foundation Stage \(EYFS\)](#)

3. Definitions

Looked after children are children who, at the time of making an application to a nursery are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

4. How we ensure Portsdown Nursery is known about in our community

We will ensure that the existence of Portsdown Nursery is widely advertised in places accessible to all sections of the community through word of mouth, prospectus, posters, leaflets and awareness through local Children Centre Services and health visitors and clinics, Portsmouth Early Years Chat and on the internet.

We ensure that information about our setting is accessible in written and spoken form. Where appropriate we will seek the advice of EMAS in providing information in more than one language the use of an interpreter. We will describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and carers including childminders.

We will describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from gender, Special Educational Needs, disabilities, social background, religion, ethnicity, or from English being a newly acquired language.

We consult with parents and families through questionnaire and day to day contact. We aim to meet Parents needs through opening times as long as it is financially viable for the setting to do so.

We are open term time only, with the exception of bank holidays and five school INSET days. We normally open between the hours of 7.45a.m.-3p.m. with main sessions being 9am-12pm, 12pm-3pm or 9am-3pm.

5. How to apply

To be considered for a Nursery place, Parents/Carers must complete an application form and return to the Portsdown School Office/ Nursery with the child's birth certificate. All applications must be dated as date of application which is countersigned by office staff on receipt.

5.1 Funding for Nursery places

15 hours funded Nursery places for 3-4 year olds

- The Government provides funding to support parents /carers in accessing childcare places. All children who are a term past their third birthday are entitled to 15 hours funded nursery places.

Funding for 2 year olds

- Parents who are on a low income or are receipt of certain benefits may be entitled to funding for two year olds. For more information parents/carers can contact Portsmouth City Council on:-

23 68 8830 or [2 year old funding](#)

Additional Funding for working parents of 3 – 4 year olds

- If a child is three or four years old and both parents are working at least 16 hours per week, or a lone working parent is working at least 16 hours per week, then an additional 15 hours funding may be available. This may provide a total of 30 hours funding.
- **Parents/carers must apply for this each term or funding will cease.**
- Further information is available for parents/carers can contact HMRC Childcare Choices:-0300 1234 097 or <https://www.childcarechoices.gov.uk/>

5.2 Evidence to support application

If children are in receipt of Government funding for 2 year olds or 30 hours funding for 3 year olds they will need to provide evidence of this on application.

Parents will need to provide evidence of address and the child's birth certificate with the completed application form.

6. Oversubscription criteria

If the Nursery is oversubscribed, applications will be considered first according to the following priorities set out below. When waiting lists are necessary they are arranged per age group room. We take account of the following:

1. Children who are looked after by the local authority (i.e. in care or provided with accommodation by the authority for a continuous period of more than 24 hours).
2. Children who have supported places through receipt of Two-Year-Funding.
3. Children who have a significant medical, physical or psychological condition. Evidence must be attached with the application form. Applications must be supported by written evidence from a medical professional involved stating why the preferred Nursery is the most appropriate for the child and reasons why other Nurseries in the city are inappropriate. All applications received under this category are referred for multi-disciplinary assessment for consideration.
4. Children whose parents have a religious or philosophical conviction for attending Portsdown Nursery. Relevant evidence must be attached with the application form. This would usually be a letter of support from a religious leader. The evidence must clearly state why Portsdown Nursery is the most appropriate Nursery for the child and reasons why other Nurseries in the city are inappropriate.
5. Children living within the School's and Nursery's designated catchment area. If the Nursery cannot admit all applications from the catchment area, priorities 5(i) to (iii) will be used.
6. Children living outside the School's and Nursery's designated catchment area in the following priority order:-
 - i) Children who have a brother or sister (living in the same household) already on roll in the Nursery or Portsdown School, and who will be attending the school.

Note – this category includes step-brothers/step sisters, adoptive brothers/sisters living in the same household or children whose parents are married or cohabiting and live together in the same household.

7. In-year admissions

Parents/carers can apply for a nursery place for a child at any time throughout the year. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant age group. When a space becomes available it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8. Appeals

If your child's application for a place at the nursery is unsuccessful, you will be informed why admission was refused.

9. Monitoring arrangements

This policy will be reviewed and approved by Portsdown Nursery Manager and Deputy Nursery Managers annually and approved by the Headteacher and school governors every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will ensure there is publicly and consultation on these changes.