



Hemswell Cliff Nursery School

'Little Lancasters'

Admissions Policy

<u>Policy Information</u>			
Status:	Statutory	Reviewed by:	Full Governors
Cycle of Review:	Annual	Policy Ratified:	July 2025
Signed as accepted:			

Little Lancasters Nursery Class at Hemswell Cliff Primary School is open from 08:45am to 03:15pm, 38 weeks of the year, and operates in-line with the school term time calendar. Details of the school calendar can be found on our school website. We welcome children from all backgrounds, of all abilities and promote inclusion.

Little Lancasters has spaces for a maximum of 8 children in the 3 – 4 years age range.

Sessions

Our session times are as follows term time only:

Monday - 09:15am-12:15pm & 12.15pm - 3.15pm
Tuesday - 09:15am-12:15pm & 12.15pm - 3.15pm
Wednesday - 09:15am-12:15pm & 12.15pm - 3.15pm
Thursday - 09:15am-12:15pm & 12.15pm - 3.15pm
Friday - 09:15am-12:15pm & 12.15pm - 3.15pm

Children who are entitled to 15 hours universal offer will be allocated either morning or afternoon sessions.

An optional Nursery Breakfast Club is available from 08:45am – 09:15am. This is designed to support families who work or have other children in the school who start at 08:45am. Nursery Breakfast Club is charged at £1.00 per day for the 30 minutes. All Breakfast Club sessions must be pre-booked by 3.15pm on the Thursday of the week prior. This is so that we can ensure that we have the correct staffing: child ratios.

It is imperative that families are on time to collect children at the end of their child's session. Otherwise, a charge of £5 per 15 minutes will be charged.

Enquiries

To apply for Little Lancasters Nursery Provision please contact the main office on 01427 668383, complete the form on this page or alternatively email enquiries@hemswellcliff.lincs.sch.uk to complete a 'register your interest' form for your child.

Our nursery intake is September and if places allow we do have further intakes in January and April as follows.

Governing Body: Full Governors	
Review Date: Annual	Page 1 of 5

- Children born between September 1st and December 31st may be offered a place from January.
- Children born between January 1st and March 31 may be offered a place from April.

When parents / carers make initial contact, we take down details and offer a viewing of the nursery. We are always delighted to show prospective families what Little Lancasters has to offer. The registered provider will then access availability, and the school admin team will contact prospective parents regarding availability. If parents wish to book a place and we confirm that it is available, then a registration pack will be sent to them containing relevant paperwork. A place is not secured until the completed paperwork is returned.

Admissions process

When considering applications, the Headteacher and governors will use the criteria outlined in this policy to allocate places fairly and transparently. All children are entitled to access free nursery education on a part-time basis (15 hours per week) from the beginning of the term after their 3rd birthday depending on their eligibility.

Some children will be entitled to 30 hours of Early Education and Childcare the term after they turn three. Parents of three and four-year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare and education:

Eligibility depends on:

- if parent is working (employed, self-employed, or both)
- income
- child's age and circumstances
- immigration status Further details on eligibility can be found at 30 hours free childcare - GOV.UK (www.gov.uk)

If a parent loses eligibility:

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hours entitlement.

To apply for a place

To apply for a place parent/carers need to return a 'Registering your interest for a place' form. This is available from our main office. Session timings and options will be reviewed each year to reflect the needs of our school and the community. Details of options available will be published on our website or can be gained through contacting our school directly. If the school has enough places for all of the children applying, then they will all be offered a place. However, if there are more applicants than places the following process will be followed:

3 and 4-year-old places

Applications will be split into 30 hours and 15 hours applications. The number of spaces available will be limited between these two application groups. For the purposes of this exercise children

that are entitled to 30 hours but only wish to take the 15 hours option at Little Lancasters, Hemswell Cliff Primary School will be considered '15 hours children'. Both the 15 hours applications and the 30 hours applications will be allocated places in the same order using the following priority criteria:

1. Children who have a sibling attending Hemswell Cliff Primary School who will still be attending at the time of admission.
2. All looked after and all previously looked after children
3. Children who have an Education and Health Care plan
4. Children with a 'Child in Need Plan' or a 'Child Protection Plan'
5. Children who will be taking either a full 15 hours or a full 30 hours entitlement with us
6. Closest distance from home to Hemswell Cliff Primary School (measured using google maps driving distance).

Once all 15- and 30-hours places have been allocated, if any spaces remain they will be offered to the outstanding applicants in the other group continuing to use the criteria above until all applicants have a place or the Nursery has reached its maximum admission number.

In the event that one 15 hours session (e.g. mornings) has more applicants than places but we still have other 15 hours sessions available, children who meet criteria 1-3 will be offered a place first then all remaining children will be entered into a ballot for the remaining available places. This gives each and every child an equal chance of being allocated a place for the session that they requested. All applicants names will be placed in a box and will be drawn out and recorded one by one until all session places have been filled. Twins/triplets will be treated as one application for the purposes of the ballot to ensure they can attend the same session times. The ballot committee will consist of the Headteacher, School Business Manager and a member of the governing body. Applicants who were not successful in the ballot will receive an offer of a place in the alternative available session.

We will retain a list of unsuccessful applicants and in the event of spaces becoming available during the academic year, they will be offered from the waiting list in line with the admissions criteria given above. Should parents/carers turn down an offer of a place due to it not being their preferred session, their child's name will go on a waiting list for consideration if a vacancy arises during the year. However, if a child is already attending the Nursery (having accepted a place even though it was not their preferred session) then that child will be offered the vacant place first.

If there are places remaining after the initial allocation for the start of the academic year in September, these can be offered to children who become three years of age on or after September 1st and will be offered in line with admission criteria as set out in this policy.

- Children born between September 1st and December 31st may be offered a place from January.
- Children born between January 1st and March 31st may be offered a place from April.

Once we have made an offer, we can consider withdrawing the place in the following cases: • Where a fraudulent or intentionally misleading application led to an offer of a place. For example, a false address was given which denied a place to a child with a stronger claim.

- Where parents/carers do not respond to our offer or any of our follow-up letters.
- Where an error has led to an offer of a place.

ADDITIONAL NOTES

The Headteacher of the school is responsible for publishing this policy. Parents and carers should contact the school office for more details. There is no legal requirement that nursery children must have a place in a class or school and as such, there is no right of appeal against a decision not to offer a child a place at a particular school or class. Attendance at the nursery will not guarantee admission to any Reception class and does not give advantage to the child's application to any Reception class. A separate application for admission to Reception class will always have to be made. Lincolnshire County Council has an inclusive education policy and children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2002. This includes reasons such as:

Developmental delays, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training.

- Additional educational needs, including emotional or behavioural difficulties.
- Physical or sensory impairment.

Looked after and post looked after: Definition

Sometimes referred to as child in public care, a looked after child is a child in the care of the local authority or is provided with accommodation by a Local Authority in accordance with section 22(1) of the Children's Act 1989, at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Children in Need: Definition

Section 18 (10) Children Act 1989 says that a child is defined as being in need if:

S/he is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a Local Authority under Part III of the Children Act 1989, or

- a. His / her health or development is likely to be significantly impaired or further impaired, without the provision for him/her of such services, or
- b. S/he is disabled.

In practice any child who meets the following criteria should be regarded as a Child in Need:

Those referred by Social Services, with particular reference to those considered to be at risk in terms of child abuse

- Those with a Child in Need Plan
- Those with a Child Protection Plan

Brother or sister attending the school who will be attending the at the expected time of admission.

A sibling is defined as;

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child,
- a child legally adopted by a biological or step-parent

Home Address

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989. Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of academy admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.