

Our Lady of Victories Catholic Primary School

"Achieving Together in God's Love"



NURSERY ADMISSIONS POLICY

Our Lady of Victories Primary School is a one form entry school with an attached Nursery provision. The Nursery admits up to 24 children (in total) for both the morning and afternoon sessions. We are able to take up to 15 children in full time provision if eligible for 30 hours and if there is an available place in both sessions. Children are usually admitted into Nursery part-time/full time in September of the year in which they become four and into Reception full-time in the September of the year in which they become five.

The Nursery provision that the school offers are stated below:

- Every 3 and 4 year old child is entitled to 15 hours funded early years education in the September following their 3rd birthday. This is known as universal offer (see below)
- Some 3 and 4 year old children whose parents are working are also entitled to an additional 15 hours funded early year education in the September following their 3rd birthday until they attend reception class. (see eligibility criteria section below) This is known as the extended entitlement. Parents will need to apply for these extra hours.
- Parents will be offered the following sessions:
 - 15 hours funded early years education will be an AM or PM session, 5 days a week term time only depending on demand.
 - 30 hours additional funding for working parents will be full days 5 days a week term time only.

Where the number of applications for Our Lady of Victories Primary School exceeds the number of places available, priority will be given to:

- Those children who are looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- Those children who have a brother or a sister who will be attending Our Lady of Victories Primary School at the time of admission.
- Those children who live closest to the school as measured by a straight line between the child's home address and the school's main entrance gates on Guard House Road.

Notes:

- A child who has an Educational Health Care Plan that names Our Lady of Victories Primary School will be admitted without reference to the above criteria (Providing the School can meet their needs)
- "Brother or sister" refers to children living in the same family; e.g. foster children, step-brother and sister, etc. This also applies to children whom are in split care of two parents.
- Attendance at Our Lady of Victories Catholic Primary School's Nursery does not guarantee admission into school. A separate application must be made for each.
- The above criteria may be overridden and a place offered where the child has a relevant medical condition that is supported by written evidence from a health professional.
- Where the offer of places to applicants measuring identical distances from the school would lead to over-subscription, the decision regarding who will be offered a place will be made by random selection.

Eligibility for 3 and 4 year olds

Universal entitlement:

Children are eligible the term after their 3rd birthday, birth certificates or passports must be checked to determine eligible date of birth.

Extended entitlement:

- It is up to the HMRC to determine eligibility of parent and not providers. All queries around eligibility must be directed back to HMRC. **Tel: 03001234097**.
- If parents think they meet the criteria they need to go to Childcare choices website <https://www.childcarechoices.gov.uk/> and apply for an eligibility code. If they are successful they will be given an 11 digit HMRC eligibility code, parents must give the code to the providers who are offering funded hours for their children. Providers must then check the code using Bradford Funded Hours Checker. Once the code is verified a place can be offered if available.

Eligibility criteria:

- You, and any partner, must each expect to earn (on average) the equivalent of working 16 hours a week at your national minimum wage (£125 at the National Living Wage, less if you are on the National Minimum Wage)
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- You can't get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.
- If a place becomes available in Nursery mid-year it will be offered to the child nearest the School on the waiting list provided they are aged at least 3.

This policy will be reviewed every two years, or earlier if necessary.

Signed_____

Date_____