Cambridgeshire County Council

NURSERY ADMISSIONS POLICY
FOR NURSERY SCHOOLS & CLASSES
FOR 2016 - 2017

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 statutory and local changes in maintained nursery education legislation and guidance is reflected by our nursery schools and classes.

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. In line with Early Years Education Funding Term Dates, term dates in Cambridgeshire are determined as follows:

A child born between	**Is eligible to claim in the period**	**Maximum total hours and weeks in each claim period**
1April to 31 August	1 September to 31 December (Autumn Term)	15 hours x 14 weeks
1 September to 31 December	1 January to 31 March (Spring Term)	15 hours x 11 weeks
1 January to 31 March	1 April to 31 August (Summer Term)	15 hours x 13 weeks

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.

A child is entitled to receive up to 570 hours free early years education in a year. We would recommend that, in the best interest of your 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.

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, eg. 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 Cambridgeshire County Council admission form.
Information and application forms are available from each nursery school, via the website or from the school office; the County Council website and from the LA Admissions Team.

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 2016	End of April 2016
Spring Term 2017	End of November 2016
Summer Term 2017	End of February 2017
Autumn Term 2017	End of April 2017

Catchment Area

The catchment area for nursery classes located at a Cambridgeshire school, will be the same as the published catchment area for admission to the school.

For the catchment area of our Nursery Schools, please contact the school itself for full details of the catchment areas which apply.

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, later 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, places will be allocated in accordance with the published over subscription criteria for each nursery school.

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 nursery school will contact the parents of the child whose name is first on the reserve list. The nursery school will always consider high priority requests for any available place, according to the admissions criteria.

Definitions and Additional Information

Siblings

Siblings are defined as, children, usually brothers or sisters, who live together in the same family unit.

Unless otherwise stated, children who are attending the attached primary school are not considered as siblings.

Home Address

A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their "school" nights. In cases where a child spends equal time living at two different homes over the course year, the address that is most favourable to the application will be considered as the home address.

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

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.

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 6 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 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 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 a

reasonable time, 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.

LA monitoring of the government nursery education scheme requires the LA to ensure that no child is in receipt of more than their entitlement of nursery education.

For further information regarding Cambridgeshire's Nursery Education Funding Scheme please contact the Early Years Funding Team.

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 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 defer 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 acceleration or deferrals 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.

Parents who would like their child to continue in the nursery school or nursery class beyond this date, ie parents of children who are eligible to start in Reception year 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	3 – 5	Young Street, Cambridge, CB1 2LZ	01223 508790
Colleges Nursery School	2 – 5	Campkin Road, Cambridge, CB4 2LD	01223 716168
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	2 – 5	Galfrid Road, Cambridge, CB5 8ND	01223 518333

Maintained Nursery Classes			
Name	**Age Range**	**Address**	**Tel No**
Abbey Meadows Primary School	3 - 11	Galfrid Road, Cambridge, CB5 8ND	01223 508611
Bottisham Primary School	3 – 11	Beechwood Avenue, Bottisham, Cambridge, CB25 9BE	01223 811235
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
Orchard Park Primary School	3 - 11	Ring Fort Road, Orchard Park, Cambridge, CB4 2GR	01223 438200
Orchards C of E Primary School	2 - 11	Cherry Road, Wisbech, Cambridgeshire, PE13 3NP	01945 583799
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
Shirley Community Nursery and Primary School	3 - 11	Nuffield Road, Cambridge, CB4 1TF	01223 712252
Spring Meadow Infant School	3 - 11	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
The Weatheralls Primary School	3 - 11	Pratt Street, Soham, Ely, Cambridgeshire, CB7 5BH	01353 720456
Thongsley Fields Primary and Nursery School	3 - 11	Buttsgrove Way, Huntingdon, Cambridgeshire, PE29 1PE	01480 375321