

Ladysmith Infant and Nursery School

Nursery Admissions Policy

January 2024 – August 2025

As a voluntary controlled (VC) /Community School Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria and nursery admissions policy set by DCC **must** be followed by VC and Community Schools.

- [Note of Interest for Nursery Admission](#)
- [Nursery Application Form DCAF-0 2024 - 2025](#)
- [Parent Declaration Form](#)
- [EYPP Form for Children in Care](#)
- [Economic EYPP Declaration Form](#)
- You will also need to review the school's charging policy and ensure that it has details about paying for childcare at the school.

1. The Ethos of Ladysmith Infant and Nursery School

Our EYFS curriculum aims to provide opportunities for our children to develop as independent, confident, successful learners with high aspirations who know how to make a positive contribution to their community and wider society.

Our goal is to ensure that all children are happy and engaged.

Through our child led curriculum, we provide an environment that allows each child to display high levels of concentration, creativity, energy and persistence. The rationale behind this is that high levels of well-being and involvement lead to high levels of child development and indicate deep learning. This curriculum concept should result in significant changes in a child's learning capacity, leading to better outcomes in relationships and life in general. We believe that children need rich opportunities to initial ideas and activities so that they develop the learning characteristics that will support lifelong learning.

Through the EYFS curriculum that we provide the children continually demonstrate their ability to

- Play and explore
- Learn actively
- Create and think critically

We hope that all children will be inspired and motivated to actively participate in the curriculum: experiencing enjoyment and transitioning through school with the confidence and character to meet the challenges of an ever changing world.

Ladysmith Federation Vision for Every Child:

Ambition

- To develop self-motivated, ambitious, independent, caring and happy children
- To provide a rich and exciting curriculum which engages and motivates
- Everyone has the ambition to be as good as they can be in all aspects of their learning
- To promote an active and healthy lifestyle with good mental wellbeing and an understanding of how to stay safe

Adventure

- Provide enrichment opportunities for all which challenge, capture curiosity and develop imagination
- Provide opportunities for children to discover and develop their unique interests and talents
- We help children to understand our rapidly changing world
- We embrace and value diversity within our own community and beyond

Achievement

- We recognise and celebrate achievement in all its forms
- We have high expectations in everything we do
- We do everything we can to ensure that every child is successful
- We provide a secure supportive environment in which children can achieve their full potential

2. Early Years Funding

Parents can check to find out what funding they are entitled to receive through the governments [Childcare Choices website](#).

Please note Ladysmith Infant and Nursery School does not accept two-year olds.

We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.

There may be some children who are only attending for bought hours and some that only attend for funded hours.

The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery

Ladysmith Infant and Nursery School admits:

- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

4. Points of Admission to nursery

Generally, children will start at nursery at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday.

This funding will be paid up until the time when the child reaches compulsory school age if the parent chooses to defer or delay entry into school.

If a child is born (or reaches 9 months) between:	Funding can be claimed from:
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's birthday
1 September and 31 December	1 January following the child's birthday

There is a legal requirement that all children begin **full time education** by the beginning of the term following their **fifth** birthday. All places offered in reception are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

5. Patterns of attendance available

Our school makes an **offer** for the **universal** 570-hour (15 hours) funding entitlement and the 1140 hour extended entitlement (30 hours) funding of:

- Morning sessions of 9.00am to 12.00pm or
- All day sessions of 9.00am to 3.00pm during term time only.

If you choose an all-day session this includes the lunchtime period, that is 12.00 – 1.00pm. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose. We are not permitted to charge separately for this time if it is being taken as part of a funded session. Parents can choose any combination of mornings or all day sessions up to 15 hours, in order to use their 15-hour universal allowance. For 30 hours extended funding families can use up to a maximum of 6 hours a day.

The school has signed the Provider Agreement and is compliant with the requirements for funded hours.

6. Extended Hours

Families that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours **stretched across a year** or 30 hours a week over 38 weeks of the year. NB: some families may attend more than one provider and want to stretch the entitlement across the year in one and take some during term time in another.

Families that need a longer day than we can offer should contact F.I.S.H. that we partner with. They offer before and after school sessions: F.I.S.H www.funinschoolholidays.co.uk.

- 7.30am – 9.00am before school and
- 3.00pm – 6.00pm after school.

The provision before and after school at F.I.S.H may differ from the core early years' provision between 9.00am and 3.00pm, as there will be older children attending and the adults will be different.

If parents want to buy additional hours on top of the 15 funded hours entitlement, they can do this during any of our opening times. We offer Morning sessions 09:00-12:00 at £16.50 or a full day 09:00-15:00 for £33.00

When allocating places, the schools Nursery Admissions Panel take the extended services for three- and four-year-olds that are run by the school to be an integral part of the **nursery** provision.

The table below sets out our session times. When applying for a place please use the [Parent Declaration Form](#) available on the school website and tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session choices	Hours
9.00am – 12.00pm	3
9.00am – 3.00pm	6

These are the sessions that you can choose. We claim funding on this basis. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take.

7. Charging

There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

The school must comply with Devon County Councils [Provider Agreement](#).

Details about buying additional sessions/hours in the nursery are set out in the schools [Charging and Remissions Policy](http://www.ladysmithfederation.net/web/policies/218959). <http://www.ladysmithfederation.net/web/policies/218959>

8. Help with the cost of childcare

Our school accepts Sodexo childcare vouchers.

Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#) this helps make childcare more affordable.

9. School Lunches

[Free school meals](#) (FSM) must be provided for children, whose parents meet the [eligibility criteria](#) and if their child attends an all-day session. A free packed lunch will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).

Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school packed lunch for £2.00 or bring a packed lunch from home.

10. Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit Ladysmith Infant and Nursery school, please see the school website for tour dates. Alternatively, please contact the school on 01392 271596

Most children will start at the nursery at the start of the term.

To apply for a place here you must use the schools updated [DCAF-0 2023 and Parent Declaration Form J](#).

Places are not allocated to a child automatically, even where:

- there is an older sibling attending the school.
- a child attends a particular toddler group or Children's Centre attached to the school.

- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

11. How to apply for a nursery place

Parents must complete both the [Nursery Application Form DCAF-0 2023](#) and the [Parent Declaration Form](#) and return it to the school.

The closing dates for applications for the nursery intake are 1st February, 1st May and 1st October. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

12. Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child.

Before making an application parents need to have checked their eligibility for extended entitlement funding (15 and 30 hours) [here](#); evidence of eligibility will be checked before an offer of a place is made.

Parents with three- and four-year-olds should check to see if they are eligible for Early Years Pupil Premium funding before making an application by completing this form [Early Years Pupil Premium Application Form](#).

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide **date of birth evidence** so we can check your child's age.

13. What happens next

If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria.

We will endeavour to give the hours requested. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.

We will contact successful parents to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

Overview of the Admissions Process

1) Visit the nursery in:	Spring term	Summer term	Autumn term
2) Apply by:	1 May	1 October	1 February
3) Admissions panel meet in:	May	October	February
4) Receive a letter about your application before:	May half term	October half term	February half term
5) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school
6) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

14. Published Nursery Admissions Number (PNAN)

This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published on our website.

If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

The table below sets out our Published Nursery Admissions Number (PNAN) for 2023/24:

The maximum number of 3 and 4-year-old children that will be admitted at any one time:	52
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Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the nursery the governing body will use the following **oversubscription criteria** to prioritise applications for both funded and bought hours:

OVERSUBSCRIPTION CRITERIA FOR THREE- AND FOUR-YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted^[12].

1. Looked after Children^[13] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO)^[14] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need^[15] to attend this nursery.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[16] (and Early Years Pupil Premium and/or Disability Access Funding** from April 2024).
4. Priority will next be given to other children who live in the schools **designated area** who are eligible for **Early Years Pupil Premium and/or Disability Access Funding**.
5. Priority will next be given to children who live within the schools **designated area** and whose parents are working and **eligible for the extended entitlement** of 15 hours from April 2024 or 30 hours from September 2025.
6. Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or nursery.
7. Priority will next be given to all other children who live in the schools **designated area**.
8. Priority will next be given to children who live **outside** of the schools designated area with a **sibling** at the school.
9. Priority will next be given to children who live **outside** the schools designated area who are three years old and **eligible for two-year-old funding and Early Years Pupil Premium and/or Disability Access Funding** (from April 2024).
10. Priority will next be given to the children of **members of staff** who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
11. **Other children.**

^[12] These children meet the eligibility criteria for two-year-old funding.

^[13] These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

^[14] These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

^[15] Evidence from a medical specialist or social worker must be provided.

^[16] Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

15. **Waiting lists**

Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider.

Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

Parents with children that are not due to start within the next two terms, will be asked to complete the [Note of Interest for a Nursery Place Jan 2024 to Aug 2025](#) and told when they should apply.

16. Increasing the hours attended

If there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.

The admissions panel should work their way down this prioritised list until everyone has been offered the sessions available.

If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be made offered to children on the prioritised waiting list.

17. Admissions appeals

If a nursery place is refused, parents can go through the school's complaints process (available on the Federation website under Policies) to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

18. Transport

No transport is available for nursery children.

19. Uniform

Children attending Ladysmith Infant and Nursery **are not** expected to wear a uniform.

20. Claiming the Early Years Funding

The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf based on the sessions that have been booked.

It is important that both the school and parent can see what time is funded and what time is being bought.

Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

21. Changes to attendance

Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority for the unfilled places.

- a) Parents whose children already attend the nursery to **increase or change the times their child attends.**

- b) **New applications** from parents whose children do not yet attend the nursery and are on the prioritised waiting List.

It is expected that parents will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school.

22. Induction and transition arrangements for starting nursery

Informal meetings will be arranged for new children to enable a smooth transition into our nursery.

We hold stay and play sessions before your child is due to start in nursery, where you and your child will have the chance to

- Meet and spend time with the nursery staff.
- Share with us a little more about your child and their interests.
- Have a look around the nursery.
- Ask any questions.
- Meet other new starters.

Meet and greet sessions are held prior to your child starting in Nursery and are an opportunity for us to have a more detailed conversation about your child and their needs and interests. You will also spend some more time in the nursery, allowing your child to familiarise themselves with the environment and staff. Children will not be able to start in nursery unless they have attended a Meet and Greet.

23. Contacts and further information

Headteacher	Mr David Broad
E-mail:	dbroad@ladysmithfederation.net
Telephone:	01392 271596
Website:	www.ladysmithfederation.net