



**Severn  
Federation**  
Academy Trust

*'Learning together, with minds that  
think and hearts that care'*

Trust, Friendship, Respect, Forgiveness, Courage,  
Truthfulness

# STARLETS NURSERY ADMISSIONS POLICY

**Policy Lead** Board of Trustees  
**Committee:**

**In consultation with:** Trust Central Team

**Approved  
by:**

**Date:** 17<sup>th</sup> July 2023

**Policy Date:** Summer 2023

**Review Date:** Summer 2024

**Review Frequency:** Annually



## **UNITED NATIONS COVENTION ON THE RIGHTS of the CHILD**

### **ARTICLE 28**

Every child has the right to an education.

### **ARTICLE 29**

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

## **1. Our Aims**

This policy is reviewed and consulted on annually to ensure it continues to reflect statutory changes in Nursery education legislation and guidance. At Severnbanks starlets' nursery a child is deemed to be of Nursery age from the beginning of the term of their 3rd birthday until 31st August following their fourth birthday. However, the place will be chargeable (if not in receipt of 2-year-old funding) until free early learning funding will be available in line with Early Years Education Funding Term Dates, we follow Gloucestershire's term dates in regard to funded sessions and are as follows:

<b>A child born between</b>	<b>Is eligible to claim in the period</b>	<b>Usual weeks in each claim period</b>
1 April to 31 August	1 September to 31 December (Autumn Term)	14 Weeks
1 September to 31 December	1 January to 31 March (Spring Term)	11 Weeks
1 January to 31 March	1 April to 31 August (Summer Term)	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. All three and four-year-old children are currently entitled to receive up to 570 hours (15 hours per week) free early learning in a year, the "universal entitlement". From September 2017, working parents of three and four year olds may be entitled to access up to a further 570 hours free early learning, the "extended" entitlement. Further details regarding the extended entitlement are available from the Council's website. [Funded free early learning for 2, 3 and 4 year olds - Gloucestershire County Council](#)

We would recommend that, in the best interest of a 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 in one day and across up to three early years' settings during a calendar year. Once a place has been allocated to a child at Starlet's nursery, and the child has started at our nursery, any request to transfer to an alternative Nursery class, school or early years' provider will not be encouraged. If a





move is agreed, parents are required to give a terms notice, unless there are valid, exceptional reasons for the transfer, e.g. house move.

## **2. Application Process for a Nursery School Place**

Parents must formally apply for a place, using the Starlets' nursery Application Form which can be found on the Severnbanks school website: [Severnbanks Primary School - Home](#). More information is available via our website or contact the school office for assistance.

## **3. Application Timetable**

Applications will be processed and parents/guardians will receive a phone call from the nursery lead, informing the parents/guardians of the outcome of their request for a placement for their child/ren. A guideline for applying for a place is at least 3 months before you would like the child to start, the earlier this is planned means better outcome to receive the required places. However, applications can be received at any time, but a place will only be offered on the days we have the capacity to do so.

## **4. Catchment Area**

The catchment area for our Nursery class, is the same as the published catchment area for admissions to the school. This information can be found on our website.

## **5. Admission Number**

Our Nursery's planned admission number is 20 full time (30 hour) or 40 (15 hour) places. This number will be reviewed each academic year. Where more applications are received than place available at our Nursery, places will be allocated in accordance with the published school admission criteria, with the addition of children entitled to the 30 hours extended entitlement having priority after siblings.

## **6. 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 criteria and extended hours' entitlement, 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, we will contact the parents of the child whose name is first on the reserve list.



## **7. 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, in the case of the admission of children to a Nursery class, children who are attending the primary school are considered as siblings in terms of determining priority for places.

### ***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 given on the application form will be considered as the home address. For the purpose of determining admissions, distance is calculated by measuring a straight line from the reference point of the home to the reference point of the school.

## **8. Evidence**

### ***All Entitlements***

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 way of a copy of the sign lease agreement or a letter confirming contracts have been exchanged and with confirmation of a completion date.

### ***30 Hours Extended Entitlement Only***

There is no legislative requirement for a school to offer working parents the 30-hour extended entitlement to free early learning. Each school will determine if it will offer the 30-hour extended entitlement and the way in which this offer is delivered at the school. Starlets nursery governing body of the school have decided that 30 hours extended entitlement is available, parents will be required to provide proof of their eligibility to the extended entitlement. This proof will be through the production of the unique code issued to the parent/carer by HMRC. The school is then required to carry out validation checks to confirm that the code is "live" before offering places to parents. When a parent ceases to meet the eligibility criteria for a funded place under the 30 hours' entitlement, the parents will be informed, and their child's place will continue to be funded during a "grace period" of 1 week. At the end of the grace period, if the parent's eligibility can no longer be confirmed, the parent will be able to access the 15 hours universal free early learning at the school but additional hours would be agreed through a separate private chargeable arrangement between the parent and the school and would no longer be free.



## **9. Withdrawing Offers of Nursery Places**

Change in Circumstances - Parents are obliged to inform our Nursery of any changes of address following an application, as this may affect the allocation of a place. Failure to do this will result in an offered place being withdrawn.

Once a place has been offered there are limited circumstances in which the Nursery school 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 10 school days, the Nursery will withdraw the place. (These serious situations can only be considered with the full involvement and agreement of the Early Years Funding Team)

## **10. Starting School**

Admissions into Reception at Severnbanks Primary School is undertaken through the local authority. A place at our Nursery does not result in automatic enrolment in our reception classes. Your child is eligible to start school in the September following their 4th birthday, but legally must start the term following their 5th birthday

**This policy is available on the Trust website: [www.sfat.uk/policies/](http://www.sfat.uk/policies/)  
and on Severnbanks school website: [Severnbanks Primary School - Policies](#)  
Paper copies are available on request**

