



Brightwells
ACADEMY TRUST

Nursery Admissions Policy 2023-2024

The responsibility for the admission of children to nursery classes within the Brightwells Academy Trust rests with the Trust. The Trust draws up the oversubscription criteria, which apply to all the schools in the Trust.

Brightwells nurseries have three admission points (September, January and April). Children are usually admitted to nursery in the term after their third birthday, at the discretion of the Headteacher.

The decision on all applications is made by the Headteacher, who implements the Admissions Policy, including applying the oversubscription criteria. The reason for all decisions will remain confidential and applicants for nursery places have no right of appeal if they are not allocated a place.

Applications for admissions will be accepted any time after a child's second birthday. Due to limited availability of spaces, an application for a nursery place does not guarantee admission. Applications will be considered after the application deadline according to the oversubscription criteria and not the length of time the child has been on the waiting list.

Any unsuccessful applicants will be invited to join a waiting list. The waiting list will be maintained in the order of the oversubscription criteria and not in the order in which the applications are received. If nursery places become vacant during the year they are allocated according to the waiting list at the point when they become vacant. If an application is made after the deadline, a place will be offered if there is a vacancy. If there is no vacancy then the applicant will be added to the waiting list according to the oversubscription criteria.

All nursery places are offered subject to acceptance of the Trust's nursery terms and conditions and subject to proof of current address and the child's birth certificate.

We are delighted that many of our nursery families go on to apply for a place in Reception, but it is important to note that attendance at the nursery is not a criterion for admission to Reception and does not guarantee a place. To apply for a place in Reception a separate application is needed in accordance with the Local Authority's Coordinated Admissions Arrangements.

Oversubscription Criteria for Brightwells Nursery Schools

Applicants with an EHCP that names the school will be admitted in accordance with Section 43 of the Children and Families Act 2014. Following the admission of applicants with an EHCP, if there are more applications to the nursery than there are places available, places will be allocated in the following order of priority:

1. Children in Public Care (also known as Looked After Children) in the care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after.
2. Children for whom there is an exceptional educational, social or medical need for admission to a particular school.¹
3. Siblings of children currently on the nursery or school roll.²

¹ The Headteacher may, on an individual basis, give priority to applicants who can demonstrate admission to the school is necessary on the grounds of professionally supported educational, medical and/ or social need, and only this school can meet this need. Parents/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker, which must be no more than six months old. All information submitted will be regarded as confidential.

² Brothers and sisters (siblings) of children currently on the school roll. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant.

4. Children with a parent who works at the school.³
5. All other children.

If there are more applications than places available, the tie-breaker within each category is distance to the school, measured on <http://www.freemaptools.com/distance-between-uk-postcodes.htm> according to the home postcode and the school postcode. Priority is given to children who live closest. Where only one place is available but two children within the same category live exactly the same distance away, a decision will be made through drawing lots.

Applications from twins, triplets or other children from multiple births will be treated with equal priority. Where the final place is offered to a child from a multiple birth applying for a place in the same school year, these siblings will also be admitted.

About our nurseries

All three Brightwells Trust schools have a nursery, and all three nurseries offer both part-time and full-time places. The session times are as follows:

	Number of places available for each session	Morning session times	Afternoon session times
Fulham Primary School	52	09.00-12.00	12.15-15.15
Queen's Manor Primary School	26	09.00-12.00	12.30-15.30
Sullivan Primary School	26	09.05-12.05	12.20-15.20

All part-time places are paid for by the government. This is because all 3 and 4 year old children in England are entitled to 15 hours free child care or Nursery education over a period of 38 weeks (term time only). Children attending a Brightwells Nursery on a part-time basis will either attend five morning sessions each week or five afternoon sessions.

Some full-time places are paid for by the government. Working parents who meet certain criteria are entitled to an additional 15 hours free child care or Nursery education over a period of 38 weeks (term time only). This is added to the 15 hours of universal provision to give a total of 30 hours free provision each week. You may be eligible if you work and you are receiving the equivalent of the national minimum wage but no more than £100,000 per year. If you are eligible you will receive a code and this must be handed in to the school before your child can stay full time. The code must be renewed every three months. You can find out if you are eligible at:

<https://www.childcarechoices.gov.uk/>.

Some full-time places are paid for by parents or carers. This is because some parents would like their child to attend Nursery on a full-time basis but are only entitled to 15 hours of free provision. From September 2019 these parents will need to pay top-up fees.

At Brightwells nurseries in 2023/24 the top-up fees are:

Fulham Primary School: **TBC**

Queen's Manor Primary School: **TBC**

Sullivan Primary School: **TBC**

³ The parent must have been an employee of the school for two or more years at the time of application and/or recruited to fill a vacancy for which there is a demonstrable skill shortage.

How do I apply?

We are proud of the quality of education that children get in our nurseries and we strongly encourage prospective parents to visit before applying. Please contact the school to arrange a visit.

To apply for a nursery place, please fill in a Brightwells Nursery Application Form. Paper copies are available from the school office. You can apply any time after your child's second birthday.

If you are applying for a part-time place we will ask you whether you would prefer your child to attend in the morning or in the afternoon.

If you are applying for a full-time place we will ask whether you have an eligibility code or if you will be paying the top-up fees. If you are entitled to additional provision you will need to provide your code before your child can stay for full-time provision. If you are paying top-up fees you will need to make the appropriate payment before your child can stay for full-time provision.

Completed forms should be emailed or posted to the school office.

What are the deadlines for applying for a place?

To start in Sept 2023, Jan 2024 or Apr 2024 the application deadline is 31 Mar 2023.

If you apply after the deadline we may still be able to offer a place, if the school has a vacancy. If there are no vacancies, late applications will be added to the waiting list according to the oversubscription criteria.

What happens next?

The school will send out written offers for 2023/24 by 30/04/2023.

You will have two weeks to confirm whether you want to accept the place and to provide proof of child's age and home address.

If you do not accept the place within two weeks, or if you do not provide evidence of child's age and home address, the place may be withdrawn and offered to someone on the waiting list.

What are the payment terms if I am paying top-up fees?

All fees are calculated on the basis of the number of school days in the term and must be paid half-termly in advance.

You can pay directly into the school bank account, by cash or cheque at the school office, or, where available, using the school's online payment system.

We accept childcare vouchers and tax free childcare payments. We do not accept reductions in payments in lieu of third party payments. Any payments received from a third party in lieu of fees will be reimbursed to you when received by the school.

Top-up fees for the 2023/24 academic year are not yet determined.

Any returned bank payments will incur an administration charge equal to any bank charges.

If an invoice isn't paid by the due date we will add a £2 per day surcharge to cover the extra administration costs.

If you become concerned that you may not be able to make a payment you should make an appointment to see the Headteacher at the earliest opportunity. The Trust takes a sensitive approach to debt recovery especially where it may cause hardship, and in exceptional circumstances may agree a repayment plan.

To avoid large debts from building up, if the invoice hasn't been paid five school days after the due date, your child will still be entitled to 15 hours of nursery but they won't be admitted to the nursery for the additional 15 hours until the outstanding fees have been paid.

What if my child is ill?

In line with the Trust's policies, children must not attend when they are unwell or suffering from a contagious illness or infection. Please telephone the school office to let us know if your child will be unable to attend Nursery.

In the event of a child becoming unwell whilst at nursery, the parent or carer will be contacted to arrange to take their child home. In the case of an infectious condition, 48 hours must elapse before the child can be re-admitted. In an emergency the nursery staff will call health professionals. A member of staff will accompany the child to hospital until the parent or carer arrives.

Fees will still be charged and no refund will be given if a child is absent from nursery for any reason including illness because the school continues to incur operational costs.

What if there is an unforeseen closure?

In the unlikely event of a closure of the nursery due to extreme weather conditions, flooding, heating failure, or other causes beyond the reasonable control of the nursery, the setting will close. No refund of fees will be made due to continued operational costs for the first five school days because the school continues to incur operational costs. If the closure extends beyond five school days then any additional days of closure will be refunded.

What are the term dates and payment dates for 2023-24?

For the 2023-24 academic year, the following payments will apply:

	First day of half-term	Last day of half-term	Number of days in term	Fees for the term	Payment due date
Autumn 1	11.09.2023	20.10.2023	30 – 6 weeks	TBC	11.09.23
Autumn 2	30.10.2023	21.12.2023	39 – 7 wks/4 days	TBC	30.10.23
Spring 1	09.01.2024	09.02.2024	24 – 4 wks/4 days	TBC	09.01.24
Spring 2	19.02.2024	28.03.2024	29 – 5 wks/4 days	TBC	19.04.24
Summer 1	15.04.2024	24.05.2024	29 – 5 wks/4 days	TBC	15.04.24
Summer 2	03.06.2024	23.07.2024	37 – 7 wks/2 days	TBC	03.06.24

Fees will be reviewed each Summer Term with the new fees being applied from the following September. Parents will not pay for a public **Bank Holiday (BH)** that falls during school term time. The initial payment will be determined by the child's commencement date. A 50% reduction in fees will be applied to the first invoice in recognition of the need for some settling-in sessions. The

number and nature of settling-in sessions are decided by the Headteacher according to the needs of the individual child.

After the child's initial admission to nursery, either party may terminate this agreement by giving half a terms notice in writing. In the event of a parent or carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one half terms fees in lieu of notice.

When do I need to provide my code for 30-hours eligibility?

To ensure that your child can receive the additional 15 hours entitlement, you must apply and have their codes validated by the following deadlines:

- 31 August to receive funding in the Autumn Term
- 31 December to receive funding in the Spring Term
- 31 March to receive funding in the Summer Term

If you do qualify, you will need to provide us with your eligibility/funding code and National Insurance Number before these deadlines.

Parents are required to review their eligibility every 3 months. If eligibility ceases, you can choose whether you want your child to attend part-time (either mornings-only or afternoons-only) or if you want to pay top-up fees to keep the full-time place.

What if I am running late?

If you are going to be late collecting a child please contact the school immediately. You will be charged £6 if you are more than 15 minutes late. If the lateness goes beyond an hour you will be charged £6 for each additional 15 minutes.

What about snacks and food?

Morning and afternoon snacks and a drink are provided free of charge to all children. For children staying all day, hot lunches are provided at a daily charge, in addition to the hourly rate. The price of school lunches is reviewed each year in September and is published on the school's website.