



Bishy Barney Bees
Nursery

Admissions Policy

2017

Last Reviewed: May 2017

Next Review Due: May 2018

Adopted by: The Directors of the HEART Education Trust

Bishy Barney Bees Documents Review Record:

| Version: | Date Amended: | Amended By: |
|-----------------|----------------------|------------------------------------|
| 1 | 28/05/17 | Sarah Porter Director of Inclusion |
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Bishy Barney Bees is a trading name of The HEART Education Trust, a charitable company limited by guarantee registered in England and Wales with company number 08286818. Registered office address: Heartsease Primary Academy, Rider Haggard Road, Norwich, Norfolk NR7 9UE.

The local authority has delegated the admissions of nursery children to the Nursery. Parents and guardians wishing to apply for a place must complete the Bishy Barney Bees Nursery application form, available from the school office at Heartsease Primary Academy.

It should be submitted directly to the school in accordance with the dates detailed below.

Places for three year olds

All children will be eligible for admission to a nursery class in a community or voluntary controlled school or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available.

When the nursery is over-subscribed for a three year old place, applications for entry in 2017/2018 will be ranked according to the following criteria:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling attending the nursery or the main school at the time of admission
- d) Children who will turn 4 years old between 1 September 2017 to 31 August 2018 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- e) Children who will be 3 years old between 1 September 2017 to 31 March 2018 (these children will be able to stay on in nursery for another year in 2018/19 as they will not be due to start Reception until September 2019)

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Places for two year olds

Children may be considered for admission once they are two years old. Any such offers will be considered dependent upon availability as there are only a limited number of two year old places and where the child is eligible for FEET funding or where the place becomes chargeable. Contact the school office for more information.

FEET Funding

If your family receives one of the following benefits then your child may be eligible to claim FEET. Once your child has been agreed for FEET they will continue to be funded even if your family does not meet the criteria at a later date.

- Income Support Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)

Bishy Barney Bees Nursery

Admissions Policy

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- Support through Part 6 of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit and have an annual income under £16,190 before tax
- Working Tax Credit and have an annual income under £16,190 before tax
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit Universal Credit

You can apply for FEET the term your child turns two but you won't receive the free hours until the following term.

Eligibility for 30 Hours

- For families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year
- It's a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year.

The DfE has confirmed that parents must obtain their eligibility code before the start of the claim period that they wish their child to receive the extended offer of 30 hours per week. Parents that receive a code after the start date will not be able to access the additional 15 hours until the following claim period. To ensure all eligible children attending the provision in September receives their full entitlement, parents must obtain their code from HMRC BEFORE 31st August 2017.

Families must set up an online account to receive a code.

To do this, the web link is:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

There is a Government website for them to seek further information about their childcare needs,

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

or alternatively the Norfolk Family Information Service can be contacted.

fis@norfolk.gov.uk

0344 800 8020

Procedures for Admission

Bishy Barney Bees Nursery will endeavour to inform parents and guardians of the outcome of their application by letter at least one term before admission. The nursery will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place they must confirm acceptance directly with the nursery by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of sessions, rests with the nursery. Whilst parent's requested sessions will be taken into account it is not always possible to offer those sessions.

Where the nursery is oversubscribed it will maintain a waiting list in criteria order. Admission to a school's nursery does not guarantee admission to the Reception class at the school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.