



*The*  
**Kingfisher**  
**School**

**NURSERY ADMISSIONS POLICY**

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## Context

The Kingfisher School has a 26 place Nursery class run by a Qualified Teacher. We offer mornings only, afternoons only, or all day sessions. We offer 15 hour universal free places and 30 hour places.

Parents who do not qualify for 30 hours free childcare, may purchase additional sessions, bookable for a minimum of one month and payable in advance. Please see below for details.

### Nursery Session times

- Morning session 8.45 – 11.45
- Afternoon session 12.15 – 3.15

In addition, there is a lunchtime session available 11.45 – 12.15 which will be included for children staying for the full day.

### Admissions Policy :

This policy uses the same criteria as Bristol City Council's Admissions to Primary School, which have been widely consulted upon and comply with admissions legislation. Please note that the School Admissions Code does not apply to nursery admissions and there is no right of appeal against non-admission to the Nursery class.

The policy sets out the criteria by which the 15 hours universal free places are offered and the further 15 hours free childcare are offered to eligible families. For further information on eligibility please see [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Criteria for offering 15 hours core or universal provision:

In line with the LA admissions criteria, places will be offered, initially to children who are 3 by the 31 August according to the following criteria:

Children with an Education, Health and Care Plan follow the transfer arrangements set out in the SEN code of Practice and associated regulations and are not subject to the general admissions arrangements. Other children without a Statement of SEN/Educational, Health and Care Plan will be subject to the general admissions arrangements as set out below.

1. **Children in Care** or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order. (Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.)
2. **Children who already attend the Nursery** - Children who started Nursery between their 3<sup>rd</sup> birthday and the September following this and therefore still eligible for a Nursery place.
3. **Siblings** - Where there are siblings in attendance at the Kingfisher School and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.
4. **Staff** – Next, priority will be given to children of staff who are employed by Kingfisher School including all teaching and non-teaching staff.

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Children of staff include their natural or adopted children, children placed with the staff member on a long term foster placement, their step-children (i.e. their spouse's children) and the children of their partner who live with them. In all cases, the child must live at the same permanent address as the staff member, on the days that attendance at Nursery has been requested

A staff member is an employee of The Kingfisher School with a permanent contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by The Kingfisher School at the time of their child's admission to Nursery.

5. **Geography** – Children living closest to the Kingfisher School as measured in a direct line from the home address to the school. 'Home Address: A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.' The school's address is assumed to be BS4 4BJ

6. Eligible families that wish to take the full allocation in our setting.  
Any 15 hours universal free places that are not filled by children who are 3 by 31 August will be offered, against the above criteria, to children after their 3<sup>rd</sup> birthday or children who will be 3 by 31 December, 31 March the following year, who will be able to fully access the Nursery place.

These places will be reallocated by the School Business Manager and Head Teacher, as quickly as possible to maximise the use of the resource. A phased induction period will be operated to ensure that the child benefits from the placement. This might include limited hours within the session and or limited sessions. Places will be offered using the criteria above, taking into consideration the spaces available.

As the Nursery class is part of The Kingfisher School the same policies apply. The school reserves the right to withdraw a place if the absence rate is excessive.

### **Eligibility for 30 free hours of childcare**

Families/households are eligible for 30 hours free childcare if the following apply

All parents (whether two-parent or lone parent) are working and earning the equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal credit) to an individual maximum earning that does not exceed £100,000

- One / both parents is away on leave (parental or maternity)
- One/both parents is on Statutory sick pay
- One/both parents is on Carers Allowance
- Parents on zero-hours contracts, self-employed
- One parent is employed and the other parent has either substantial caring responsibilities and or disability, is a foster care with their own three – four year old

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For more information on eligibility, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)  
Households will need a current and valid Government Gateway ID – if this is not supplied or not renewed the additional 15 hours free childcare will be lost as of the end of any seasonal term.  
Alternatively, households can apply by phone, calling 0300 1234 097.

### **30 hours free childcare offer**

The School will offer 30 hour places within the school day from 8:45 – 3:15 five days a week, using the above criteria. These timings include an additional 30 minute lunch session. Parents may apply if relevant for ‘Early Years Pupil Premium’ which will entitle your child to a free school lunch. This form is included in the admission pack.

Parents who are eligible for 30 hours free childcare may still choose to take up 15 hours within the school day and up to 15 hours at a second provider such as a child minder or alternative setting.

Free hours are committed to on a two term basis. For these purposes, the terms are defined as block one (beginning of September to end of December term), block two (start of January to start of Easter holidays), block three (start of term after Easter to end of term in in July). Please see the school calendar for specific term dates.

### **Top-up hours**

In the event of Nursery places not being filled, the Nursery reserves to the right to offer additional paid sessions to existing Nursery users. Sessions will be charged at £18 for half a day which includes the 30 minute lunchtime session.

We are registered to offer Tax Free Childcare, enabling eligible families to receive a contribution to their top-up sessions from the government. Please speak to the School office for further information. Households on Universal Credit can use their childcare element to cover 85% of childcare costs.

If you are not entitled to Tax Free Childcare, sessions will be paid via ParentPay. In the first instance, please speak to the office to book.

Top up sessions must be booked through the office, for a calendar month at a time, which must be paid in advance and is non-refundable.

We do not accept deposits for places.

We do not accept payments from third parties e.g. colleges, Universities.

### **Offers of places – procedure**

Places will be offered in the first week of May in accordance with the LA instruction. The admissions panel consisting of the Headteacher, School Business Manager and governors will meet in April to make final decisions in readiness for the May deadline and use the information on the application forms.

**Commented [KB1]:** Comment from Deborah Brown - Are you registered to offer Tax Free Childcare? If so, plug this here so parents know what additional gov support they can access. Additionally, pls mention that households on Universal Credit can also use their childcare element to cover 85% of childcare costs

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Prior to the April meeting, a database will be created of expressions of interest for places – which criteria as above the children meet, the preference expressed on the application form and the distance from home to school.

If a family is offered a place, but not of their choice, and subsequently a place of their choice becomes available they will be offered that place above any further families who apply after 1 May offer deadline.

**Note admission to the nursery class does not guarantee an automatic right to a place in Reception at The Kingfisher School. Allocation of Reception places is administered by the Local Authority using the criteria as clarified on their website at [School admissions \(bristol.gov.uk/https://www.bristol.gov.uk/residents/schools-learning-and-early-years/school-admissionsuk\)](https://www.bristol.gov.uk/residents/schools-learning-and-early-years/school-admissionsuk)**

### Concerns

Any parent wishing to raise concerns about the allocation of places may do so through the normal complaints procedure, a copy of which is available on the school website at [www.kingfisherschoolbristol.org](http://www.kingfisherschoolbristol.org)

If you have any complaints about any aspect of delivery of free hours, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service, [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0117 357 4192.

### GDPR

The school's GDPR policy can be found here [Key Information - The Kingfisher School \(kingfisherschoolbristol.org\)](http://www.kingfisherschoolbristol.org)

### Introduction into the Nursery Class

- Please complete an application pack, available from the school office.
- When places are allocated, a home visit will be arranged in the first instance. This will be a visit from key people who will work closely with your child during their time in Nursery.
- Parents will sign a home school Nursery agreement which sets out the expectations for your child in Nursery.
- Parents and children will also be invited to visit the nursery and to meet staff. We will provide you with a parents' guide to starting our Nursery, containing all the information you need to know.
- Parents will be notified of start dates. These will be staggered to enable the children to start in small groups.
- The transition process depends on the individual needs of the child. Some children may be ready for Nursery and will have a short transition period, whilst others may require a longer settling period. This will be discussed at the home visit, and further initial visits.
- At initial meetings, you will receive detailed information of what to bring in to school every day. If your child is currently wearing nappies, you will need to provide wipes and nappies for your child.

### **Additional costs**

- There are no additional ongoing costs to our Nursery sessions. From time to time, we may ask for a voluntary contribution to our enhancement activities (e.g. ingredients for baking sessions)
- If your child is still in nappies, you must provide nappies and wipes or a charge may be made to cover the cost of nappies.
- Children will receive a morning and afternoon snack of fruit and milk. If you would like to provide your child with an additional healthy snack, you may do so. Please note we are a nut free environment.
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### **Late charges**

It is important that children are picked up promptly from school. If children are picked up late from the morning session, The Kingfisher School reserves the right to charge a fee for the second part of the day (currently £18). If children are collected late from the afternoon session, children will be taken to after school club and a charge of £10 will be applied.

- Author: Kat Belcher

Policy: Updated December 2023

Next Review: July 2024