



Leodis
Academies
Trust



Hill Top
Primary Academy

NURSERY ADMISSIONS POLICY

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1. INTRODUCTION:

- 1.1 Hill Top Primary Academy's aim to provide children with a high-quality education following the Early Years Foundation Stage Curriculum.
- 1.2 The Academy is inclusive. We believe that every child has a right to a broad, balanced and effective education, regardless of race, gender, age, sexuality or special need.
- 1.3 The Admissions Authority is Leodis Academies Trust (the Trust). The Trust is responsible for determining our admissions arrangements included in this Policy and deciding who can be offered a place in accordance with it.
- 1.4 Applications can be made to our Academy in line with Section 2 of this Policy.
- 1.5 Where required, the Trust works with all of the Trust Primary Academies to support the co-ordination of Nursery applications and places.
- 1.6 Parents are welcome to look around the Academy prior to putting their name on the waiting list and are encouraged to contact the Academy office to arrange this.

2. ADMISSIONS CRITERIA FOR NURSERY PLACES

- 2.1 Parents need to register their interest for a Nursery place for their child by completing the application available on the Academy website. Alternatively, a paper copy can be collected from the Academy main office.
- 2.2 Although applications can be made at any time in the school year, as there is a waiting list parents are advised to register their interest as soon as possible to avoid disappointment. Parents adding their child's name to the waiting list does not guarantee a place in Nursery.
- 2.3 The Academy allocates Nursery places each April for the following, full academic year, e.g. a child starting in September 2025 will have their place confirmed in April 2025.
- 2.4 Placement on the Nursery waiting list only gives priority for the relevant academic year. Parents do not need to reapply the following year but will be reconsidered in line with their eligibility and priorities listed in section 2.7.
- 2.5 Subject to places being available, a child can be admitted to the Nursery setting from the day they turn 3 years old. Children below this age will not be admitted. Where an early place is offered and parents request a 30 hour place, Hill Top Primary Academy will offer 15 hours free with an option to top up to 30 hours until funding is received.
- 2.6 Once eligibility has been established the Academy will then offer places to children taking into account the additional priorities outlined in Section 2.7.
- 2.7 If there are more eligible applicants than places then the Academy will adopt the selection process outlined as follows, regardless of the Local Authority that the child lives in:

2.7.1 Priority 1:

- a) **Children Looked After (CLA):** Children in public care or fostered under a 'Child Arrangement Order' made by the Local Authority (see Appendix, Note 1).
- b) **Child Protection:** Children who are the subject of a Child Protection Plan.
- c) **Special Educational Needs or Disabilities (SEND) – Children with an Educational Health Care Plan (EHCP)** for Special Educational Needs, naming the Academy as the most suitable Nursery setting where Children's Services decide a child needs a place at the Academy to fulfil Special Educational Needs and Disability (see Appendix, Note 2).

2.7.2 **Priority 2:**

Siblings – children with brothers or sisters who will be at the Academy (at the point at which they will be admitted) and are living at the same address (see Appendix, Note 3).

2.7.3 **Priority 3:**

Staff – children with a parent who is employed by Leodis Academies Trust at the point at which they are to be admitted (see Appendix, Note 4).

2.7.4 **Priority 4:**

Proximity - children of parents who live nearest to the Academy Nursery (see Appendix, Note 5).

2.7.4.1 If we have more applications than there are places, we will offer places to children living nearest to the Academy Nursery (see note 5). If two children match in distance then they will be taken in date order, oldest first.

2.8 Regardless if you meet the criteria for a Nursery place, this does not mean that your child will automatically be offered a place in Reception when you apply to the Academy.

2.9 If we cannot offer our child a place at this Academy Nursery, we will provide details of our other Academy Nurseries within the Trust, in addition to voluntary, private or independent sector nurseries that have places available in the immediate area.

2.10 **Admission of children still in nappies:** Children who still have continence issues at Nursery admissions age will not be refused entry to the Academy Nursery. However, it is an expectation that for the great majority of children, toilet training will be in place. If this is not the case then we expect parents to work with the Academy to address this.

3. **IMPORTANT INFORMATION FOR ADMISSION TO RECEPTION CLASS:**

3.1 Parents must ensure that their child receives an appropriate full time education from their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday.

3.2 Please note that admission to our Nursery does **not** guarantee admission to the main school when your child is ready to enter the Reception year. Applications for your child to enter Reception will have to be made directly to your local council in the Autumn of the year before your child is due to start Reception.

4. NURSERY PROVISION:

4.1 Our Academy offer the following Nursery options (term time only, aligned with the term dates of the Academy):

4.1.1 Full Time: Monday to Friday 9.00-3.00 (30 hours per week).

4.1.2 Flexi 1: Monday and Tuesday: 9am – 3pm, Wednesday: 8.30am – 11.30pm – 15 hours.

4.1.3 Flexi 2: Wednesday: 12.00pm – 3.00pm, Thursday and Friday: 9am – 3pm - 15 hours a week

4.2 Parents are able to preference a choice of Nursery hours, but the Academy cannot guarantee to meet that preference. Offers will be made to ensure as many children as possible are given a Nursery place. Consideration will be given to any additional needs a child or family may have.

4.3 **Additional costs of Nursery provision:** Parents have an entitlement of up to 15 hours free Nursery provision per week (term time only, for 38 weeks of the year). To fit within our school hours, our Nursery provision exceeds this 15 hours and so the following costs are applicable:

4.3.1 One session, which would equate to one morning (9.00am – 12.00pm) or one afternoon (12.00pm – 3.00pm) would be charged at £18.00 per session. Requests may be made up to five additional sessions however, this will be dependent on places available and staffing. A full day rate is Day rate £36.00 (correct?)

4.3.2 If your child is attending full days within the Free Early Education entitlement, you will be charged for your child's lunch at the school dinner rate unless a packed lunch is provided.

4.4 30 hours free childcare:

4.4.1 Parents may qualify for 30 hours free Nursery care. Please check link for eligibility and further information: [Check you're eligible for free childcare if you're working - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-youre-eligible-for-free-childcare-if-youre-working). Reference to single parents?

4.4.2 Parents will be given a code which is to then be shared with the Academy office to secure funding for the 30 hours place. This must be provided by the following deadlines: 31st August for Autumn term start; 31st December for Spring term start; 31st March for Summer term start.

4.4.3 Parents must reconfirm their eligibility with the government every 3 months in order for the Academy to continue claiming funding.

4.4.4 If a child has been allocated a 30 hour place, but the parent fails to supply a 30 hour code to the school office, or if they fail to reconfirm their code with the government, then they will be asked to pay for the additional hours (over and above the standard 15 hours), until funding to the Academy has been resumed by the Local Authority.

4.5 **Changes to required hours:** Change can be requested via the Academy office but parents need to be aware that there is a waiting list for those requests that cannot be met at the time the request is made.

4.6 Home visits to new Nursery starters will take place where staffing allows. If staffing does not allow for this then a 1:1 meeting in school will take place as an alternative.

5. COMPLAINTS AND GRIEVANCES:

5.1. This Policy has agreed by the Trustees of Leodis Academies Trust and administered by Hill Top Primary Academy on behalf of the Local Governing Board.

5.2. Any complaints about the Nursery Application Process or the Nursery Education Grant (NEG) should be made via the Trust's Complaints Policy.

APPENDIX 1

Note 1: Children who have been adopted from Local Authority care within the 12 months prior to applying for a school Nursery place will also be included within the higher priority for looked after children.

Note 2: Applications in this category must be supported by an Education Health Care Plan. This is necessary because we will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the Academy concerned.

Note 3: For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or foster brother or sister. This definition does not include cousins or other family members sharing a house.

Note 4: Confirmation that a Nursery applicant's parent is employed by Leodis Academies Trust can be sought from the Central HR Team. For these purposes, this parent can be a step parent, carer, foster parent, or adoptive parent, but does not include Grandparent, unless they are the main carer. Also excluded from this are people who are sub-contracted to work for Leodis, e.g. supply staff or catering staff.

Note 5: The Academy uses Royal Mail postcodes to determine the distance between the Nursery and your home address.

In the unlikely event that there are sufficient places for 2 or more children living in the same building, e.g. flats, or otherwise equidistant from the Academy, then any place will be allocated by the drawing of lots.

For admissions purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. The Academy

will investigate any queries about addresses and, depending on what we find: we may change the Academy Nursery offered to your child. When an offer is made, the Academy will assume your address will be the same in the following September as held on record. If you plan to move house, you must give your current address.

Note 6: If you don't live in Leeds: If you live in another Local Authority you are still able to apply for a Nursery place and the Academy will give you the relevant priority under this Nursery Admissions Policy.