



## **Millbank Academy**

### **Nursery Admissions Policy and Funding Handbook**

**2020/2021**

#### **EYFS Rationale**

We believe the Early Years Foundation Stage should be a time to combine formalised teaching with structured play, and this through play we discover the excitement of learning, the rewards of achievement and acquire our life skills. Our early years settings with their bright, busy and well-planned environments encourage the children in the development of skills, attitudes and understanding that will help them to reach their potential and become confident, active members of our school community.

It is through this process combined with carefully planned activities, children will work towards, achieve and in some cases exceed the Early Learning Goals.

#### **The Nursery**

At Millbank Academy, we have a full time Nursery class. A qualified class teacher, nursery nurse and additional support staff run our Nursery. The Nursery is by far our most important cohort. It affords children a comprehensive Early Years Foundation Stage education within both the free flowing classroom and our outdoor learning environment.

Children start our Nursery class the September following their third birthday. In the July before they are due to begin children, parents and carers will be invited to three transition sessions. This will be a combination of play sessions so your child can familiarise themselves with our environment and an information session for parents about our program and school. A home visit from our staff will also be scheduled for the first week in September.

From January of each year, we will also take 'rising 3s' who have become 3 since September. Children are then prioritised for admission into our nursery.

The core day is 8:50am to 3.15pm. Parents can chose a part-time place instead (8:50-12pm), or take up our offer of wrap around care from 8am to 6am at low cost.

#### **Our Curriculum**

The latest Early Years Foundation Stage national framework shapes our curriculum. We strive to balance adult led teaching, and child initiated play to create meaningful, exciting, creative and challenging learning experiences. The children will learn by exploring, investigating, watching and listening, talking and discussing, and creating and communicating.

We plan activities across the seven areas of learning to ensure each child receives a broad and balanced curriculum both indoors and outdoors.

The Nursery curriculum is based around the 'Early Years Foundation Stage Framework' (EYFS) which covers 7 different areas of learning. These are:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Through carefully planned activities, our staff nurture every child as an individual, build upon their strengths and supports their areas of need. We aim to foster independence, confidence, and a love for learning and positive relationships between children, staff and parents.

### **Nursery Funding**

All 26 places are entitled to 15 free hours per week for 38 weeks per year, funded by the Government via the Local Authority. **Children can access their 15 free hours per week with a part time place (8:50-12pm).**

If parents would like their child to access a full time place (8:50-3:15pm), there are three options outlined below.

### **Nursery Admissions process**

All parents/carers wishing to apply for a Nursery place must complete a nursery application form. These can be collected from the school office.

Nursery places are allocated by the school. **The final decision regarding the allocation of all places rests with the Headteacher.**

### **Nursery Admissions Criteria**

From September 2019, in the case of more applications than places available, Millbank Academy will welcome new pupils into our Nursery in accordance with the following 'oversubscription' admissions criteria:

- A. Looked after children and children who were formerly looked after (previously looked after children who have left care under an adoption order, residency order or special guardianship).
- B. Specific medical needs, social needs and special needs where the application is supported by written specific professional advice as to why the admission to the primary is necessary.
- C. Siblings of students currently attending the Academy (not including the nursery) who will continue to do so on the date of admission. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, whose main residence is at the same address. The Academy reserves the right to ask for proof of relationship.

- D. Admission of children who live closest to the Academy, as measured by the shortest walking route. The student's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.
- E. Tie-breaker: first of all criterion 'd' will be used as a tie-break if necessary in categories 'b' and 'c' above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

**It is important to note that acceptance into our Nursery class does not guarantee a child a place in our Reception class or further up the school. Parents of children attending the nursery class at a school must reapply for a Reception class place. There is no automatic transfer from the nursery class to the Reception class. All applications for Reception must be made through the Local Authority.**

### **Nursery funding options**

All 26 Nursery places are entitled to 15 free hours per week for 38 weeks per year, funded by the Government via the Local Authority.

Our Nursery is open for 31.65 hours each week for 38 weeks per year.

### **Part Funded Places**

Our 'Part Funded' places offer 15 hours' free nursery education. Funding for the remaining hours over and above the 15-hour free entitlement will need to be secured via either Option A or Option B.

#### **Part Funded Place (Option A) - '30 hours' free childcare**

##### *Option A*

A family may be eligible for 30 hours' free nursery education if they meet the following criteria:

- The child is aged 3 or 4 while in the Nursery class;
- Both parents are working- or the sole parent is working in a lone parent family;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage;
- Each parent has an annual income of less than £100,000;
- Parents are seeking the free childcare to enable them to work;
- One or both parents are on maternity, paternity, shared parental or adoption leave or on statutory sick leave;
- One parent meets the income criteria and the other is unable to work because they are disabled or have been assessed as having limited capability to work;
- Where the parent is in a 'start-up period' (no need to meet the income criteria for 12 months);
- Both parents and child live in England;
- If a non-EEA national, the parent has recourse to public funds.

Parents can check eligibility and apply via the following website:

<https://www.gov.uk/apply-30-hours-free-childcare>

For further information:

<https://fisd.westminster.gov.uk/kb5/westminster/fis/advice.page?id=GrLmndI3-1g>

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

### **Part Funded Place (Option B) - Fee paying**

If a family is not eligible for '30 hours' free childcare' (or Option C) then they will be charged at a monthly payment of £190.

Payment will be made through School Buddy. Payments should be made in advance. If accounts exceed one-month payment, the Headteacher will arrange a meeting and your place maybe forfeited.

Parents and carers can also purchase a hot school lunch for their child at the cost of **£2.10** per day or provide a healthy packed lunch.

### **Fully Funded Places (Option C)**

Families can access a full-time place if they meet the **Free School Meals** criteria:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190, as assessed by HMRC.
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit.

Free School Meals needs to be applied for through the Local Authority:  
<https://www.westminster.gov.uk/free-school-meals>

**Until proof of eligibility has been received, children will access our part time provision.**

A free hot school lunch is provided for children each day if the child is eligible for Free School Meals.

### **Offering and accepting nursery places**

For 2020/21, places will begin to be offered during May. The offer letter will include an acceptance form which needs to be signed and returned to the school by parents/carers within two weeks of the date of the offer letter.

### **Operation of waiting lists**

The Academy will operate a waiting list for each primary year group. Unsuccessful applicants for entrance to any year group, including any applications received after the closing date for entrance to Reception, will be included in Millbank Academy's waiting list for the relevant year group. The waiting list will operate until the end of the school year.

Children's position on the waiting list will be determined solely in accordance with the over subscription criteria without regard to the date that the application was received. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Equality**

At Millbank Academy, we are committed to ensuring equality of education and opportunity for all children, irrespective of race, gender, disability, faith or socio-economic background. We ensure the 9 characteristics identified in the Equality Act 2010 are protected.

Our admissions arrangements are fair and transparent, and do not discriminate on the grounds of race, gender, disability or socio-economic factors.

### **Fraudulent Applications**

The Local Authority takes very seriously any attempt to obtain a school place by fraud. All cases are fully investigated. If the school finds that a Nursery place was obtained using a false address, the offer will be withdrawn, even after the child has started the school, and will be re-offered to a child who was legitimately entitled to the place.

If for any reason the offer is not withdrawn, occasionally when a child has been on roll for more than one term, any future sibling priority will cease to apply.

### **Use of Data**

All personal information is handled in line with Data Protection principles. A full copy of our Data Protection and Freedom of Information Policy is available on the school's website.

### **November 2020**