

## **Guidance to community schools on processing and reaching decisions on applications for nursery places**

(This guidance should be read in conjunction with the admission to a school nursery 2018/19 admissions guide for parents available at [www.learningtrust.co.uk](http://www.learningtrust.co.uk))

- All 3 and 4-year-olds in England can get 570 hours of free early education or childcare over 38 weeks of the year. Some 2-year-olds are also [eligible](#). Some 3 and 4-year-olds may also be entitled to an additional 570 hours of free childcare over 38 weeks of the year.
- Parents can apply for a place at a nursery school or nursery class attached to a community school when their child reaches the age of 2 years using the HLT application form – this is available on HLT website;
- The nursery application form is completed for each individual school. Children can be admitted to nursery at the beginning the term (September, January or April) following their child's third birthday. Full-time places can only be offered if parents are entitled to a full-time place in accordance with the government's eligibility criteria available at <https://www.gov.uk/government/consultations/30-hour-free-childcare-entitlement> . If you have more applicants than places the following oversubscription criteria will apply;

In each nursery class, schools will offer 20 full-time and 12 part-time places. If all the full-time places are not taken up, additional part-time places will be offered. If there are still vacancies remaining, parents with part-time places can ask to top up the part-time entitlement to a full-time place.

### **Processing of applications**

For working parents applying for a free 30 hour place, they will need to provide schools with their unique code along with their national insurance number and child's date of birth. The onus is on parents to provide you with this code by the closing date of application. Schools will be given access to an online portal to validate the code. You can only offer up to the number of full-time places you have available. If there are more applications than places available, you will need to apply the oversubscription criteria set out below.

### **This is the oversubscription criteria that must be applied if more applicants apply for a nursery place than there are places available;**

Places will be allocated according to how many full and part-time places available.

*Priority will be given in the following order:*

1. *A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.*
2. *Children subject to a Child Protection Plan*
3. *Children with an educational, medical or social need for a nursery place<sup>1</sup>*
4. *Children whose parents can take up or stay in a teaching post in one of Hackney's schools.<sup>2</sup>*
5. *Children with brothers and sisters already at the school at the time of the proposed admission (includes half and step brothers and sisters living as a family unit full-time at the same address)*
6. *Children living nearest to the school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distances.<sup>3</sup>*

*If a tie-breaker decision is needed for priorities 1, 2, 3, 4 and 5, distance as measured in priority 6 above will be used.*

### **Explanation for the above criteria**

<sup>1</sup>This applies to the nearest school unless your child's need justifies a place at a particular school.

Headteachers can take into account educational or medical needs such as developmental, speech and language delay or physical needs. The school will need to see evidence of this from a doctor, hospital consultant, health visitor or education and child professional.

<sup>2</sup>If you are a Hackney school teacher, you can apply for a nursery place for your child under this criterion – but there can only be one place in each class, or two places in the case of twins. You must apply to the school where you teach, or one that is within one mile of your place of work.

<sup>3</sup>If your child is cared for by a childminder during the week (Monday to Friday), the school will ask to see proof of this arrangement. The school can decide which method to use to calculate the distances for all applicants considered under criterion 6 above. We recommend you use either <https://get-information-schools.service.gov.uk/> Or <http://www.freemaptools.com/distance-between-uk-postcodes.htm>

### **FSM/EYPP Eligibility**

When a parent is offered a nursery place they should be encouraged to apply online at [https://ems.learningtrust.co.uk/CitizenPortal\\_LIVE/Account/Register](https://ems.learningtrust.co.uk/CitizenPortal_LIVE/Account/Register) to check their eligibility for free school meals/early years pupil premium.

If the parent is on a low income and qualifies for Free School Meals, the school can make a claim for EYPP. Children who are looked after or previously looked after also qualify.

### **Deferred entry to Reception**

Parents have a right to defer their child's entry to the Reception Class until the following January or April and there will be some who have gained approval from HLT to defer their child's admission until the following academic year. If a place is not taken up due to the parent wanting the child to remain in the nursery until the child reaches statutory school age, the parent will need to re-apply for a place. That application will be dealt with in the same way as other applications for younger children for that term.

### **Offer of a place**

Parents must be notified of the outcome of their applications on the following dates for primary schools who offer 5 Terms:

<b>For children born between</b>	<b>Date of Letter</b>	<b>Start Date</b>
1 April 2015 - 31 August 2015	Friday 25 May 2018	Phased entry during September 2018
1 September 2015 – 31 December 2015	Friday 19 October 2018	Phased entry during January 2019
1 January 2016 – 31 March 2016	Friday 15 February 2019	Phased entry during April 2019
1 April 2016 and 31 August 2016	Friday 4 May 2019	Phased entry during September 2019

Children offered a place in a nursery class attached to a school have no automatic transfer into the reception class.

Parents will be able to apply on-line from September 2018 at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) closing date: 15 January 2019.

If you or you admin staff have any queries concerning this guidance, please contact; **Marian Lavelle, Head of Sections – School Admissions, Travellers' Education and School Place Planning on 020 8280 7396**