



# Lawn Primary and Nursery School

## Nursery Admissions Policy

<b>Policy History</b>	
January 2018	First Created and Approved
April 2019	Updated link to Complaints Policy
April 2019	Added section on wrap around care
March 2020	Updated link to Equality Scheme
March 2020	Updated link to Complaints Policy
March 2020	Amended to 3 and 4 years, all headings updated
March 2020	Admission Criteria updated to remove repeat wording
April 2021	Policy redrafted to include 2,3 and 4 years
April 2021	Updated all links
March 2022	Updated all links
September 2022	Amended to remove holiday club and wraparound information, and to include payment procedure for non-funded sessions.
March 2024	Policy re-drafted to include a contents page, Equal opportunities, and Data Protection. Application process - table added with timelines. Admission criteria update to reflect current practice.
March 2025	Amended to include: Updated funding information, Absence Procedure, Late collection fees and update on Funding support & fees.

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### 1. Statement of Intent

Lawn Primary and Nursery School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition into Reception Class.

The governing board is responsible for setting the nursery's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

### 2. Equal opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

Admissions to the nursery will be open, fair, inclusive, and non-discriminatory.

### 3. Application Process

Parents choosing to send their child to the nursery can register their interest by contacting the School Office via phone or email 01793 522626 or [admin@lawn-pri.swindon.sch.uk](mailto:admin@lawn-pri.swindon.sch.uk) and completing an Initial Contact Form.

A child is deemed to be of nursery-age from the beginning of the term following their third birthday, or second birthday, where eligible.

When your child turns the relevant age	When they can get their hours from
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September
1 September to 31 December	Term starting on or after 1 January

Formal applications for nursery places must be made as follows:

Start Date	Deadline for application	Parents notified of place
The beginning of term on or after 01 April	By 1 <sup>st</sup> January	End of February

The beginning of term on or after 01 September	By 1 <sup>st</sup> May	End of June
The beginning of term on or after 01 January	By 1 <sup>st</sup> October	End of November

Mid-term admissions are by request, please contact the school Office for further information.[admin@lawn-pri.swindon.sch.uk](mailto:admin@lawn-pri.swindon.sch.uk)

If the sessions you request are full, we will discuss available options before confirming your child's place.

If no places are available, children will be entered onto a waiting list in order of enrolment date, and priority within their admission group (please see Admissions Criteria below). Families not offered a place will be advised that they have been entered onto the waiting list.

In the case of limited availability, the Nursery reserves the right to reduce the number of sessions offered per family to maximize opportunity to each family in Lawn's catchment area or with siblings attending Lawn Primary School.

Subject to places being available, parents can request to start their child early, providing that their child has reached their 2<sup>nd</sup> birthday. Parents/carers will be charged at the published rate for 2 or 3 year old places until the child becomes eligible for funded sessions. Early starts are subject to agreement with the school and on prompt payment of fees.

#### **4. Confirmation of your application**

Places offered are available to the child from the start date of the relevant term.

- Places are confirmed in writing. Offers for funded places are subject to validation of the 'eligibility code', or will be charged at the published rate for non-funded sessions.
- Parents accept/defer/decline the place. Refusal of a place at any time does not preclude subsequent application. If the parent/carer has not accepted a confirmed place within 14 days of the offer date, it will be assumed that the place is not required, and the offer will be withdrawn.
- On acceptance of a place parents/carers and their child are invited to visit the Nursery before the agreed start date. An online tour is available on the website if in-house visits are not possible.

#### **5. Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

## 6. Absence Procedure

Attendance and absence will be monitored in accordance with the School Attendance and Absence policy.

Parents will be required to contact the school office via email; [absence@lawn-pri.swindon.sch.uk](mailto:absence@lawn-pri.swindon.sch.uk) or telephone 01793 522626 before 8:15am on the first day of their child's absence – they will be expected to provide a detailed explanation for the absence. Absences are required to be reported daily unless the Attendance Officer has stated otherwise.

## 7. Admissions Criteria

Priority is given to children of families living in the Lawn Primary and Nursery School catchment area [www.swindon.gov.uk](http://www.swindon.gov.uk) . If requests for places exceeds the number of available places, then the following criteria will be applied in priority order as follows:

1. A child who has an Education, Health and Care Plan (EHCP) and for whom a place is requested by the local authority.
2. A looked after or previously looked after child.
3. Any Child who attends Saplings and is applying for a place in Bluebells
4. Any child who has a sibling attending Lawn Primary School at the same time as he/she is due to be admitted.
5. Any child living within Lawn Primary School's catchment area.
6. Any child not living in Lawn Primary School's catchment area.
7. Children who live outside the catchment area will be allocated places in enrolment date order.

The admission criteria are applied again for **each** admission intake (including applications that have been deferred).

The offer of a nursery place DOES NOT mean an automatic entitlement to a place in the main school. You must still apply for a school place through the Swindon Borough Council.

## 8. Funding Support and Fees

There are several different entitlements available for parents in England, which have different eligibility criteria. These are set out below.

Entitlement	Childs Age	Eligibility	What you can receive	How to Apply
Working Parents entitlement	From the term after they turn 9 months until they start school	Read more on <a href="#">eligibility for the working parent entitlement</a>	30 hours per week over 38 weeks of the year.	You <a href="#">apply online</a> on GOV.UK.
For parents of 2-year-olds receiving some additional forms of support	From the term after they turn 2 years old	Read more on <a href="#">eligibility for this entitlement.</a>	15 hours per week over 38 weeks of the year.	Contact your childcare provider or <a href="#">your local council</a> to apply for this scheme.
Universal entitlement for all 3 and 4-year-olds	From the term after they turn 3 years old through to starting school	<a href="#">All 3 and 4-year-olds are eligible.</a>	15 hours per week over 38 weeks of the year.  Can be combined with the working parents entitlement to make up 30 hours.	Speak to your chosen childcare provider about if they can offer a place, and take them your child's birth certificate.

We may agree to 'stretch' your entitlement by using fewer hours over more than 38 weeks per year.

It is not possible to use more than 30 hours in a week, but you don't have to use your full entitlement if you don't want to.

Please check the following link for more information:

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

It is not possible to use more than 30 funded hours in a week, but you don't have to use your full entitlement if you don't want to. Extra hours will be charged at the published rate.

For parents not eligible for funding, or who require additional, non-funded sessions, places are charged as 3-hour sessions. Please contact the school office for the current rates.

## 9. Notice Period

Parents are requested to give 28 days' written notice of intention to withdraw their child from the Nursery. Funding/fees are applicable up to and including the 28 day notice period and cannot be transferred to another provision.

## 10. Emergency Sessions and Non-Funded Sessions

Emergency sessions can be booked on the day or up to a week in advance. Places are subject to availability and charged at the published rate for the Emergency session\*

Non-Funded sessions can be booked in advance for each term, subject to availability and in agreement with the school. These sessions will be charged at the published rate for Non-Funded sessions\*

We require pre-payment via MCAS each term for non-funded sessions. In the case of non-payment, we reserve the right to cancel sessions.

### **11. Late Collections**

If your child is not collected at the end of their booked session, then you will be charged an additional £3.80 for every 30 minutes

### **12. Data Protection**

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

### **13. Complaints**

If, after consultation with Lawn Nursery, a parent is not satisfied that their child has received their free entitlement in the correct way, as set out in the Early Education and Childcare Statutory Guidance for local authorities, they should raise their concerns with The Strategic Commissioning Manager – Early Years Planning, Swindon Borough Council. If still not satisfied a complaint can be registered through the Complaints Manager for Children, Families and Community Health. Details are available on the Swindon Borough Council website: [www.swindon.gov.uk](http://www.swindon.gov.uk)

For any other complaints regarding admissions please refer to Lawn Primary and Nursery School's Complaints Policy.

### **14. Contacts**

Email: [admin@lawn-pri.swindon.sch.uk](mailto:admin@lawn-pri.swindon.sch.uk)

Tel: 01793 522626

Website: <https://www.lawn-pri.swindon.sch.uk/>