



Nineland Nursery Admissions Policy and Information Booklet 2021-2023

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Introduction

Ninelands Nursery admissions policy has been updated in conjunction with Early Years Sufficiency Team, Children's Services, and Leeds City Council in accordance with the national Nursery Admissions Code.

Since September 2011 all children have the right to free Nursery provision from the term after they become 3 until they start primary school, up to a maximum of 15 hours a week (570 hours per year, spread over at least 38 weeks). You may be able to apply for up to 30 hours free childcare (1140 hours per year, if your child is three or four years old. Please see page 12 for more information or visit <https://www.gov.uk/apply-30-hours-free-childcare>

All parents / carers must follow the application process. Once a place has been offered at our Nursery, parents and our Nursery will need to agree how the hours are to be spread over the week. We will use the preferences indicated on the application form for the hours you would like your child to attend Nursery in order to allocate your session as soon as possible following your formal offer of a place. It should be noted, however, that we cannot guarantee to be able to meet all requests for preferred hours/sessions and you are encouraged to be as flexible as possible when completing your options. Where there are more requests for the same session than places available the oversubscription criteria on page 5 will be used to allocate sessions.

Should parents request children's lunches, extra Nursery hours or wrap around care, this will incur a charge. The charge for additional Nursery provision and wrap around care is published in this brochure.

Expression of interest

Prior to applications opening, you can register your interest by contacting the Ninelands school office (please see the contact email and phone numbers on page 6 of this brochure) or alternatively email our School Business Leader, Helen Manners-Vaughan at office@ninelands-school.co.uk.

This is not an application only an expression of interest. You MUST submit a formal application before the deadline date (see page 3). Applications forms will be available on our school website or by contacting our school office at office@ninelands-school.co.uk when applications open.

Applications

Parents and carers are strongly advised to carefully read the information and advice given in this brochure and on the application form before completing their application.

It is important to take into consideration the criteria used to allocate places (see admissions policy page 5) and to be realistic.

Our Nursery normally only accepts free government funded new starters at the beginning of a term, the term after your child is three years old. Please refer to the table below which shows the earliest time your child can start at Nursery for government funded free Nursery provision. However, limited spaces are available for fee paying Nursery provision for children aged 3 years old. Please contact our School Business Leader, if you would like to discuss this option.

Applications for a Nursery place will only be accepted through the application form, which is available from our school website or by contacting our school office at office@ninelands-school.co.uk. Completed application forms should be returned as specified on the form.

Dates and deadlines for applications are summarised in the table below;

If your child's third birthday is:	Earliest your child can start Nursery is	Applications open:	Applications close:	Place offers issued
Between 1st April 2021 - 31st August 2021	September 2021	1 st February 2021	28 th February 2021	April 2021
Between 1st September 2021 – 31st December 2021	January 2022	1 st October 2021	31 st October 2021	November 2021
Between 1st January 2022 – 31st March 2022	April 2022	1 st January 2022	31 st January 2022	February 2022
Between 1st April 2022 - 31st August 2022	September 2022	1 st February 2022	28 th February 2022	April 2022
Between 1st September 2021 – 31st December 2021	January 2023	1 st October 2022	31 st October 2022	November 2022
Between 1st January 2022 – 31st March 2022	April 2023	1 st January 2023	31 st January 2023	February 2023

- The processing of all applications will be done centrally by our School Business Leader, Helen Manners-Vaughan. Any queries should be addressed to her (see contact details on Page 6).
- All places will be allocated strictly in accordance with this admissions policy. The criteria listed in the Admissions Policy show how children are allocated places and in what order.
- Parents will be notified of a place being offered by email, using the email address provided on the application form. Letters will be sent where no email address has been given.
- To start Nursery in September 2021 offers of places will be issued in April 2021, to start in January 2022 offers made in November 2021 and to start Nursery in April 2022, offers will be made in February 2022. Offers are issued nearer the start date to ensure accuracy of place and session availability.
- Please note our Nursery may become over-subscribed for the September intake so places may be unavailable to start in either the following January or April.
- Parents need to accept the offer of the place by contacting our school directly on or before the date advised within their offer letter. Additionally, parents / carers will need to contact school directly regarding the sessions their child is to attend. It is in parents' interest to do this as soon as possible.
- Failure to accept the place could lead to the offer being withdrawn.
- In compliance with The School Admissions Code (Section 86 (1A) of the SSFA 1998.19) we reserve the right to request a copy of the shortened birth certificate or adoption order confirming your child's date of birth once an offer of a place has been made.

Admissions Policy

**PLEASE NOTE THAT A PLACE IN OUR NURSERY DOES NOT
AUTOMATICALLY QUALIFY A CHILD FOR A PLACE IN OUR
PRIMARY SCHOOL.**

**THERE IS A SEPARATE APPLICATION PROCEDURE FOR PRIMARY
SCHOOL PLACES.**

If the number of applications does not exceed the number of places available, all applicants with a first preference for our Nursery will be granted a place there. Should there be more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

Criteria 1

Children with special educational needs who have an Education Health and Care Plan (EHCP) will be allocated a place at the Nursery prioritised by the parents or carer unless our Nursery is unable to meet the special needs of the child.

Criteria 2

a) Children fostered or looked after under an arrangement made by the local authority. Also included in this group will be children who have been adopted during the twelve months preceding the submission of the application form.

b) We will also allocate places to other children without an Education Health and Care Plan (EHCP) who have exceptional medical or mobility needs. Applications must be supported by a letter in writing from a doctor or other relevant professional. Each case will be considered on its merits.

Criteria 3

Children with brothers or sisters who will be on roll at our Nursery or school **at the start of the term when the applicant's child is to start**. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date. (See note 1)

Criteria 4

Children for whom our Nursery is the nearest. (See notes 2 and 3)

Criteria 5

Any other children.

Tie break

In cases of oversubscription, within each criterion remaining places available will be allocated according to distance. Therefore, children living closest to our Nursery will be allocated a place before those who live further away.

Waiting lists

When a parent receives notification of that a Nursery place has not been offered due to being oversubscribed, parents or carers may then request that their child's name is entered onto a waiting list for our Nursery. Places which become available will be filled from the waiting list, giving priority in accordance with the criteria of this admission policy.

Late applications

Late applications will be considered and processed after all on-time applications. Where places are available and a late application form has been received, for example, should a family move into the area during a school term or where a child is eligible to start imminently due to their date of birth, a place may be offered in accordance with the criteria of this admissions policy and a start date outside of the normal beginning of term start dates may be agreed in consultation with our school.

Details and explanations

Note 1

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

Note 2

The distance between home and the Nursery is measured as a straight line between the centre of our Nursery and the home. The Royal Mail Postcode Address file is used to determine a postcode.

Note 3

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same at the time the child starts Nursery as the one we have on record. If there is a plan to move house, parents must still give the current address. If a child's address changes after the deadline for submission of applications, parents or carers must inform our School Business Manager, Helen Manners-Vaughan, of the new address.

Contact details:

Ninelands Primary School Tel: 0113 2878370

e-mail: office@ninelands-school.co.uk

Mrs Helen Manners-Vaughan
School Business Leader

Ninelands Primary School, Ninelands Lane,
Garforth, Leeds, LS25 1NT

School calendar academic year 2021-2022

Holiday	Schools close	Schools open
Summer	-	Monday 6 September 2021
Autumn mid-term	Friday 22 October 2021	Monday 1 November 2021
Christmas	Friday 17 December 2021	Monday 3 January 2022
Spring mid-term	Friday 18 February 2022	Monday 25 February 2022
Easter	Friday 1 April 2022	Tuesday 19 April 2022
May Bank Holiday	Friday 29 April 2022	Tuesday 3 May 2022
Summer mid-term	Friday 27 May 2022	Monday 3 June 2022
Summer	Thursday 28 July 2022	

The above dates are provided by Leeds City Council - please visit our school website for the five training days when our school will also be closed as these dates are not the same for all schools and will be available by Spring 2021 for the next academic year on the school website.

Nursery Information

	Mon	Tues	Weds	Thurs	Fri
30 hours*	9:30am - 3:30pm	9:30am - 3:30pm	9:30am - 3:30pm	9:30am - 3:30pm	9:30am - 3:30pm
Mon-Wed (M-W) Beginning of the week*	9:30am - 3:30pm	9:30am - 3:30pm	8:45am-11:45am No lunch		
Wed-Fri* (W-F) End of the week			12:30pm-3:30pm No lunch	9:30am-3:30pm	9:30am-3:30pm

Alternative attendance patterns can also be considered e.g. any three days, or mornings

***Optional additional childcare cost 8.45am - 9.30am if required i.e. if dropping older siblings off parents may wish to drop off at Nursery at the same time. Wrap around care from 7.30pm until 6.00pm is also available through our out of school club.**

Intakes

Our Nursery can take 78 children in total but only 39 at any one time.

Charges

All current charges below are subject to review during 2021-2022. Charges apply where:

Parents / carers wish to purchase extra childcare before 9.30am. Our Nursery charges are currently £4.50 per extra session i.e. 8.45am - 9.30am. Extra morning / afternoon or full day sessions are available at the following costs:

Additional Wednesday morning / afternoon: £18.75 per session

Additional full day 8.45am – 3.30pm: £30.00 per day

Wrap around care, at our school run Out of School Club, is also available from 7.30am until 6.00pm. Charges are: 7.30am – 8:45am; £5; 3.30pm – 4.30pm: £5; 4.30pm – 6.00pm: £5

Sibling discounts apply if two or more siblings attend wraparound care.

For full day children our lunches are currently priced at £2.05 per day. Alternatively, parents may send a packed lunch. All children have access to fruit, milk or water in every session.

Choice of sessions

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session. We offer a number of 30 hour Free Early Education Entitlement (FEEE) places. Please see page 12 for more information on how to apply.

Once an agreement is reached, a Nursery - parent contract (parental declaration) must be signed by both parties. Sessions/hours and/or places available are subject to periodic review and can change before the next policy review is due.

Garforth Children's Centre

Essential information

Address Garforth Children's Centre, c/o Garforth Academy, Lidgett Lane, Garforth, Leeds, LS25 1LJ Telephone no 0113 336 7456

Email address GarforthChildrensCentre@leeds.gov.uk

Family Support

The Garforth Children's Centre offer support for all families with children aged 0-5 years old, who live in the Garforth, Micklefield or South Aberford area. The team consists of a Manager, Administrator and 2 Family Outreach Workers.

The team are an Early Start Team that works together with the Health Team. They also work closely with all the local schools to support the needs of children and families.

The support they offer can range from individual support in the home to group work, for example, parenting courses and play groups. They are based on the site of the Garforth Academy, however, do have 2 satellites at Firthfields and Micklefield where they also run sessions and courses. They do have a leaflet which explains any session they are running so please either pop down or ring for the latest version to be posted out to you.

They can offer advice, support and signposting regarding a range of issues, including:

- Behaviour
- Sleep
- Routine
- Toileting/ potty training
- Weaning
- Breastfeeding
- Safety in the home
- Baby Massage
- Childcare
- Counselling
- Housing
- Jobs, links with Job Centre Plus

They can also support families with accessing the 2 year old funded Nursery place and any issues you feel you may have around this.

If you would like to have a chat with one of the Family Outreach Workers then please give them a call on 0113 3367456.

30 hours free early year's education entitlement (FEEE)

At Ninelands Nursery, we offer Nursery places for universal 15 hours free early education and also 30 hours additional free early education.

From the term after their third birthday all children are eligible for 15 hours Free Early Education Entitlement (FEEE) for 38 weeks of the year, this is known as the **universal entitlement**. From September 2017, this was extended to include an **additional entitlement** for some families. If eligible, a family can claim an additional 15 hours a week for their child, at a childcare provider of their choice, totalling a maximum of 30 hours a week for 38 weeks of the year.

- For working families, including the self-employed, in the UK
- Earning under £100k and at least £131 per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)

You're not eligible for the additional entitlement if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a taxable income over £100,000 (this is not a combined income limit)

You can claim 30 hours free early education at the same time as claiming Universal Credit, tax credits or childcare vouchers.

If you can't work

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

How to apply?

To take up the additional entitlement for your child, you must apply for a 30 hour voucher code on the Childcare Choices website at <https://www.gov.uk/apply-30-hours-free-childcare> . If you do not have access to the internet, or are struggling to apply for a voucher code, please contact the HMRC Customer Care number on **0300 123 4097**

Next steps?

Providing you have received a voucher code, the next step is to take this code to a childcare provider(s) of your choice to confirm your eligibility. Your childcare provider(s) will check your code with the Local Authority to confirm eligibility. Please note; the production of a valid voucher code is no guarantee a place will be available for the extra hours at your chosen Nursery only verification you are eligible.

Please note:

- If you are eligible, you are expected to reconfirm your details every 3 months with HMRC, you will receive reminders of when to do this. Your code will not change.

If you have any questions, please don't hesitate to contact the Family Information Service on **0113 378 9700** or by emailing feequeries@leeds.gov.uk.