



Mill Lane Community Primary School &

The Windmill Community Nursery

Growing, thriving, flying

Admissions Policy

The Windmill Community Nursery

There is a countywide admissions policy for community and voluntary controlled nursery schools and classes. This policy was determined by the County Council and is administered by schools. This ensures that admissions are based on common principles.

When new children join the nursery class it is important that parents are made aware that the process of applying for a place at a primary school for the reception year is separate to that of applying for a place in a nursery class. Parents whose children attend the nursery class, particularly from outside the designated area of the primary school, should be reminded that their child is not guaranteed a place at the school when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five). They must apply through the normal County Council school admissions procedures. Parents/carers are entitled to a full time reception place for the whole of the academic year in which their child becomes 5. Schools will need to consider this carefully in planning the organisation of the foundation stage, both for admissions to their nursery, and for children who may defer entry to reception.

Terminology

Reception - the year children become 5

Year – refers to the academic year (September to August)

Own Admission Authority – e.g. Voluntary Aided, Academy, Studio, Free and Foundation Trust Schools

Looked After - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application. Previously Looked After The term “previously looked after” children refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

Siblings/Brother or Sister - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, stepbrother or step-sister who will be resident at the same address at the time of entry.

Published Admission Number – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council’s Pupil Place Plan.

Universal Entitlement – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday 3

Extended Entitlement – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

Grace period – when a child’s eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

Eligibility Terms

Universal Early Education Funding entitlement starts from the term after the child’s 3rd birthday

Autumn Term: September 1st -December 31st

Spring Term: January 1st -March 31st

Summer Term: April 1st -August 31st

30 Hours Extended Childcare Entitlement

Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at

www.childcare-support.tax.service.gov.uk/par/app/overview

At the Windmill Community Nursery we offer the 30 hours extended entitlement.

Children may become ineligible for the extended entitlement. Where this happens there is a grace period during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours.

POLICY FOR NURSERY ADMISSIONS IN OXFORDSHIRE

The County Council has devolved rather than delegated the administration of admissions to nursery classes. Therefore, in the event of a complaint the final responsibility and decision for admissions to voluntary controlled and community schools, rests with the County Council.

The Nursery is open Monday to Friday 8.45am – 2.45pm. A morning session is 8.45am – 11.45am and the afternoon is 11.45am – 2.45pm. Children can do a half day or a whole day.

We have capacity for 26 children in each nursery session and we follow the Oxfordshire County Council Nursery School Admissions Procedures.

Nursery admissions are managed in school by Mrs Amanda Payne.
Telephone 01844 352106 or email: office.2465@mill-lane.oxon.sch.uk

We offer the possibility of staggered starts, so that children can gradually get used to the setting and the routines.

Parents will be notified that a place is available for their child no later than half a term in advance. When more applications are received than there are places available, the following County Council criteria will be applied:

- Children with an Education, Health and Care Plan naming the school.
- Children who are “looked after” by a Local Authority within the meaning of Section 22 of the Children Act 1989 at the time of their application, and “previously looked after” children.
- Children who were previously in state care outside England but have been adopted and are no longer in state care. Evidence of previously looked after status and/or the adoption will be requested. Where such evidence is not available, Oxfordshire County Council will make a pragmatic decision based on the information available so that there is a local consistent approach
- Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
- Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:
 - Those children who, at the time of entry, have a brother or sister attending the primary school to which the nursery is attached.
 - Those children who live closest to the school by the nearest designated public route as defined on the Directorate’s Geographic Information System.
- Children living outside the designated area who have a brother or sister attending either the foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate’s Geographic Information System.
- Children who attend day care or a voluntary or private sector preschool on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate’s Geographic Information System.
- Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate’s Geographic Information System

Headteachers can seek advice and assistance from the Admissions & Transport Services Manager in applying these criteria.

If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child’s name on the school’s continued interest list.

Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class until the term after he/she becomes five.

Complaints

Any complaint about the operation of this admissions policy, for example in the case of a child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school. There is no statutory right of appeal.

Contact details

Admissions & Transport Services Manager Tel: 07393 001242 admissions.schools@oxfordshire.gov.uk Senior Officer (Early Years Organisation) Tel 07733 001503 e-mail:earlyeducation@oxfordshire.gov.uk (for initial advice regarding the application of this policy, and for requests for home to nursery GIS distance measuring)

Mill Lane Community Primary School

Mill Lane Community Primary admits pupils according to the Admission Policies of the L.E.A. Information on how to obtain a school place will be available online through the Oxfordshire County Council website.

Reception

4 year old children start full time in the autumn term of the academic year in which they become five – this allows us to provide full-time education to all children before they move up to Year 1 of the School.

Deferred entry – A parent may defer a child's entry into school, but not beyond the academic year in which the application is accepted. Parent may discuss this with the head teacher.

The Oxfordshire County Council (OCC) School Admissions Team manages admissions into our Reception Class. Please contact them directly for information and guidance on the school admissions process:

<https://www2.oxfordshire.gov.uk/cms/content/contact-school-admissions-team>

Our admission number is 30. The criteria that the local authority uses when allocating places is as follows (in order of priority):

- Children with an Education, Health and Care (EHC) Plan that names the school;
- Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application or previously looked after children;
- Disabled children who need to be admitted to a school on the grounds of physical accessibility;
- Children who live in the designated area and have a brother or sister on roll at the time of the application who will still be attending at the time of entry;
- Children who live in the designated area;
- Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending at the time of entry;
- Those children who live closest to the school.

A pre-school meeting will take place in the half term before the child's entry to school so that parents will be informed about procedures for starting school and a welcome pack will be handed out.

The Reception Class teacher will arrange for the new child to spend three sessions with the class before starting school.

In-Year Transfers

We accept in-year transfers into all year groups if there is a space (we have capacity for 30 children in each year group). The Oxfordshire County Council (OCC) School Admissions Team manage admissions into all our year groups and have the latest information on which year groups have space.

<https://www2.oxfordshire.gov.uk/cms/content/transferring-or-moving-different-school>

Appeals Process

You may appeal for a place at Mill Lane if you have not been offered a place. OCC Schools Admissions Team manages the appeals process for Mill Lane School. The following link takes you to the OCC School

Admissions Appeals page. This includes information on how to appeal, the timeline for appeals and an appeal application form.

<https://www2.oxfordshire.gov.uk/cms/content/appealing-school-place>

Date reviewed: January 2024

Next review: January 2025

Signed on behalf of Governing Body:

A handwritten signature in black ink, appearing to be 'S. Hill', written over a horizontal line.