



Comper Foundation Stage School
Nursery Admissions Policy
2021-2022

		Date
Updated:	September 2021	
Review Due:	September 2022	
Signed HT:		September 2021
Printed HT:	CATHERINE KING	September 2021
Signed CoG:		September 2021
Printed CoG:	JESPER EKELUND	September 2021



Comper Nursery Admissions Policy

Context

Comper is one of the six Maintained Nursery Schools in Oxfordshire. As such, our admissions policy relates fully to the expectations of the County Council policy for admissions.

The County Council has devolved rather than delegated the administration of admissions to Nursery Schools. Therefore, in the event of a complaint the final responsibility and decision for admissions to Nursery Schools rests with the County Council.

Comper Nursery School has an agreed published admission number of 80 part time equivalent (pte) places. One pte place is 15 hours per week, term time only, or 570 hours a year if the place is delivered flexibly

The minimum **universal entitlement** to funded nursery education is 15 hours per week or 570 hours per year, from the term after the child's third birthday.

Our offer

- The Nursery School will offer places at least up to the published admission number. We offer the extended 30-hour entitlement within our provision, and a 30-hour place is deemed to represent 2 pte places
- We will be offering both full time and part-time places, with an aim that the breakdown would be approximately 25 x 30-hour places and 30 x 15 hr places. However, the financial viability of the Nursery School relies on our filling our places as early as possible and, as demand can be very variable, actual intake may be different - for example, more 30 hr children and fewer part time
- Comper Nursery School will not operate with empty places in any term if we have eligible children on the waiting list
- Where capacity against the published admission number exists, places should always be offered for at least 15 hours a week
- Comper Nursery School will also offer the extended entitlement, of 30 hours per week (term time only). 30-hour children must attend for a minimum of three AM or three PM sessions.
- Where a family ceases to be eligible for the extended 30-hour entitlement, the free place should return to the universal entitlement level when the grace period expires, unless the parent/carer agrees to pay for the extended hours. The school may allow the parent/carer to continue to access the extended hours on a fee-paying basis but are not obliged to. Please refer to our 30-hour entitlement policy for further details.
- All children must take up their full entitlement of at least 15 hours or 30 hours per week during term time only. We do not spread the hours all year round.



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- Comper Nursery School does not allow parents to split their free entitlement with other providers. Allowing splits will impact the school budget as unused hours can only be offered to another child if they make up at least a full 15-hour place.
- Comper offers our places in half or full day sessions: 8.45-11.45am or 12.00 to 3pm or (for 30 hours) from 8.45am-3pm.
- Comper do not allow 15-hour entitlement places to be booked as full days. However, we do provide afternoon or morning sessions as wrap around care which you can buy in addition to your 15 hours entitlement. Please discuss available sessions with Basia in the office. Currently our prices are £23.50 per session.
- The Nursery School makes clear to parents/carers that the offer is set, represents their child's full universal/extended entitlement and that wrap around sessions for children that do not meet the 30-hour entitlement *may* be available but will have to be paid for. Please discuss this with the office when making your application if you would like to buy wrap around sessions.

Starting at Comper Nursery

- Children will be admitted to Nursery the term after they are 3 and as soon as a place becomes available
- We operate staggered starts to support the emotional wellbeing of the child ensure they feel happy, safe, and confident in their new setting. Staggered starts will not be arranged over more than a week unless there are exceptional circumstances and in agreement with parents and carers
- We will notify parents as soon as a place becomes available in our nursery and with as much notice as possible. Sometimes this may be short notice if a place suddenly becomes available and your child has been on the waiting list for some time.
- The Nursery School provides information on their school webpage stating the opening times of the nursery provision and its educational aims and provision: <http://www.comper.org.uk/>

Admissions Criteria for allocating places

When more applications are received than there are places available, the following criteria will be applied (these criteria closely follow the criteria for entry to County Primary Schools). The Headteacher will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated.

The Criteria

Highlighted criteria need debating and agreeing



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1. Children We Care For (children looked after by the authority within the meaning of section 22 of the Children Act 1989 at the time of their application)
 2. Children with an Education Health and Care Plan who name our school
 3. 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
 4. Children who are eligible for EYPP funding
 5. Children who live in the OX4 area who already attend Comper (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 County Council Education Sufficiency and Access Geographic Information System)
 6. Children who have a brother or sister at Comper
 7. Children who live in the OX4 area who have siblings at SS Mary and John School
 8. Children who live in the OX4 area who do not already attend Comper
 9. 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 County Council Education Sufficiency & Access Geographic Information System.
- The Headteacher will seek advice and assistance from the Admissions & Transport Services Manager in applying these criteria should there be any questions or debate over priority allocations.
 - If there are more children than places, any child who is not offered a place on the waiting list and considered for a place against the above criteria as soon as one becomes available.
 - Once admitted to the Nursery School, the child is entitled to remain in a universal part time place until the term after he/she becomes five, that is when they are statutory school age
 - In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September as a year one child. See the Primary School admissions policy for more detail on deferring entry:
<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/infant-and-primary-school>

Complaints

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

Contacts:



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Headteacher - please contact the headteacher via the office email: office@comper.oxon.sch.uk or 01865245768

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