

Neasden Primary School



Admissions Policy: 3 - 4 Years

ADMISSIONS TO NEASDEN PRIMARY SCHOOL (AGES 3-4)

STARTING SCHOOL IN EYFS 1 (NURSERY 3-4 YEAR OLDS)

As part of Neasden's EYFS provision, the school offers funded nursery places for 3 and 4 year olds. All parents are entitled to universal 15 hours free nursery education per week in the term following their child's third birthday. Some families may be entitled to 30 hours free child care if they are working at least 16 hours per week. Nursery admissions are handled by the school office. Please contact us on 791169 to enquire about a nursery place. Application forms can be collected from the school office to express interest in a nursery place. A place in the nursery does not entitle the child to a place in Reception EYFS2 – these admissions are handled by the Local Authority.

AVAILABLE SESSIONS

Neasden Primary School currently has a 26 place nursery (EYFS1) setting.

Attendance at our nursery (EYFS1) can be part-time, for 15 hours per week or full time for 30 hours term time . Our daily sessions run term time only from 9am to 12.00 noon, and from 12.30pm to 3.30pm.

Available options are as follows

PART TIME

Mornings 5 morning sessions per week

Afternoons 5 afternoon sessions per week

Or

30 Hour FULL TIME 5 morning sessions and 5 afternoon sessions during term time

If a child is absent from a session it will not be carried forward to be used at a later date.

Places are allocated as either 5 mornings or 5 afternoons or full time. There may be some degree of flexibility dependent on need.

Whilst the school will endeavour to accommodate parental preferences we cannot guarantee that these will be available and the decision as to a child's pattern of attendance rests with the Headteacher.

ADMISSIONS CRITERIA FOR EYFS 1

A child can be considered for accessing a funded place in our nursery (EYFS1) from the start of the term following their third birthday.

STARTING SCHOOL IN EYFS 1 (NURSERY 3-4 YEAR OLDS)

Birthday within:	Funding Start
1st September 2013 – 31st December 2013	1st January 2017

1 st January 2014 – 31 st March 2014	1 st April 2017
1 st April 2014 – 31 st August 2014	1 st September 2017
1 st September 2014 – 31 st December 2014	1 st January 2018
1 st January 2015 – 31 st March 2015	1 st April 2018

Nursery (EYFS1) places at Neasden Primary School are allocated in accordance with the criteria below.

Criteria for admission to the nursery (EYFS1)

Places will be offered to children in the following priority order:

- Children who live in the catchment area of the school (proof of residence may be required.)
- Children with a brother or sister on the school roll.
- Any other children of appropriate age.
- In the event of greater demand than places available, then pupil age will be taken into account, with older children being given priority.

NOTE: Looked after children or children with a final EHCP (with Neasden Primary School named as their preference) will take priority over other applications for places.

APPLYING FOR 30 HOURS FREE CHILDCARE

You'll be able to apply for 30 hours free childcare and Tax-Free Childcare in a single online childcare service application. If you're eligible, they will open a childcare service account for you (you only need to complete one application for all your children).

<https://childcare-support.tax.service.gov.uk/moreinfopar/2/?returnURL=%2F>

SECURING YOUR 30 HOURS PLACE

If you're eligible for 30 hours free childcare, you'll receive a 30 hours eligibility code, your unique 11-digit reference number. This code is important as you'll need it to claim your free childcare at Neasden, a registered provider. You will need to bring it along with your National Insurance number and your child's date of birth to secure your free 30 hour childcare place. We will ask you to complete a form so that we can check the code with the local authority and confirm your eligibility. It is only then that we can confirm you 30 hour provision.

RECONFIRMING YOUR ELIGIBILITY

Every three months, you'll need to reconfirm that you're still eligible for 30 hours free childcare. You'll be reminded to reconfirm you're still eligible 4 weeks before the deadline. If you also receive Tax-Free Childcare, you'll be able to reconfirm your eligibility for both schemes at the same time. You don't need to take your code to your provider or local authority every time you reconfirm however, you should notify your provider if you fall out of eligibility. You can apply for 30 hours free childcare for another child at any time. The point at which you'll need to reconfirm will be aligned for all children. This means that you won't need to go online to reconfirm at different points in the month for each child. If you don't reconfirm, your childcare provider and local authority will be told that you no longer meet the requirements for a free childcare place.

If you become ineligible you may still be able to access your free childcare place for a short period, known as a 'start up period'. You can check what your start up period arrangements are with your childcare provider or local authority. If you're no longer eligible, you can still access the 15 hour universal early education entitlement for 3 and 4-year-olds.

STARTING SCHOOL IN EYFS 2 (RECEPTION 4-5 YEAR OLDS)

Birthday within:	School Start
1st September 2012 – 31st August 2013	Autumn Term 2017 - September 2017

Parents with a child starting school for the first time will receive a letter and admissions form from **Hull City Council** in the Autumn Term of the academic year before their child is due to start school. Parents need to complete the admissions form and state their preference of 3 primary schools. This must be returned to **Hull City Council Admissions Team** by the specified date, normally in January. The council will contact parents in April of the school place allocated to their child. If a parent is unhappy about this allocation they may appeal for a place at a different school. Hull City Council provide the forms for this process and will advise parents on how this works. In the June / July before your child starts school we will contact you via letter to invite you to a meeting at school and to transition sessions where you and your child can attend school together to become familiar with the setting.

**TRANSFERRING SCHOOLS /JOINING NEASDEN DURING THE SCHOOL YEAR
(Reception, Year 1 - Year6)**

If you wish to attend Neasden, either because you have moved house or come recently to the country, you need to contact Hull City Council on 300300 and ask for the Admissions Team. They will send you an 'In Year Transfer Form' to complete and return to them. They then look at the schools you have requested to see if there are vacancies and confirm this with the school and the family.

Once a place has been allocated to you at our school you will receive a letter asking you to call and arrange a meeting about your child starting.