

# SCHOOL ADMISSIONS NURSERY



**Information  
for Parents  
2020 - 2021**



## Dear Parents

This booklet aims to answer some of the questions parents ask about applying for a place at a nursery school or class and explains where to obtain other information which is available to help you. It should be read alongside the booklet 'Lancashire County Council Nursery Providers' which lists contact details of Nursery schools and classes that are maintained by Lancashire County Council.

All three year olds are entitled to an Early Education Funded (EEF) part-time place from the term after their third birthday (subject to places). Children who reach age 3 by 31 August 2020 will be eligible for the provision from September 2020. All children can attend up to 15 hours a week term time or for working parents who meet the eligibility criteria, up to 30 hours a week term time. Parents will agree with the school which sessions the child will attend. The 15 / 30 hours can be accessed across a range of providers.

**It is recommended that you contact the nursery school or class which you are considering in order to obtain more detailed information about exactly what provision will be available.**

We hope you will find the information useful. We do welcome any comments and suggestions on content and format.

We know that many children enjoy and benefit from attending a nursery school or class. High quality early years education can play a vital part in ensuring children realise their potential. It is hoped this information will assist you in finding the right placement for your child, if you decide to opt for a Lancashire County Council maintained school or class.



Edwina Grant OBE  
Executive Director for Education and Children's Services

The information provided in this booklet is correct at the time of printing but may subsequently change.

## Nursery Schools and Classes Provided by Lancashire County Council 2020-21

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## General Information

All three year olds are entitled to an Early Education Funding (EEF) part-time place from the term after their third birthday (subject to places). Children who reach age 3 by 31 August 2020 will be eligible for the provision from September 2020. All children can attend up to 15 hours a week term time or for working parents who meet the eligibility criteria, up to 30 hours a week term time. Parents will agree with the school which sessions the child will attend. The 15 / 30 hours can be accessed across a range of providers.

The national early years strategy has increased flexibility in patterns of provision away from the previous standard offered in Lancashire, which was either all mornings or all afternoons. The patterns of provision which are available will vary from nursery to nursery and you are advised to liaise with your preferred school/nursery prior to submitting your application.

**The admission criteria for Lancashire's \*maintained nursery schools and nursery classes within community and voluntary controlled schools can be found at Section 2 of this booklet.**

It is strongly recommended that you carefully note all of the information in this booklet and that you seek information and assistance, if required, via individual schools/nurseries or at the other contact points given (see Section 5).

*\* "maintained" = funded via the Local Authority*

### 30 HOURS EARLY EDUCATION FUNDING (EEF)

There is an entitlement of 30 hours funded early education per week for 3 and 4 year olds for families with working parents who meet the eligibility criteria for 38 weeks of the year (term time). The 30 hours will consist of the current 15 hours universal entitlement and an additional 15 hours, which will be known as the 'extended entitlement'. The hours can be stretched over more than 38 weeks if they take less than 30 hours per week, so they are not necessarily just term time only.

### EARLY EDUCATION FOR 2 YEAR OLDS

From the term after a child reaches a second birthday, he or she may be able to have 15 hours per week of funded/flexible childcare (for 38 weeks of the year). If this is available it is paid for by the Government. The provider (nursery, playgroup, childminder etc) receives the funding.

Further information can be found on the Lancashire County Council website – search 'Early Education'.

### PRIMARY SCHOOL (RECEPTION CLASS) ADMISSIONS

**Please note that admissions to primary school reception classes are a completely separate process from nursery school and nursery class admissions. If you have a child on roll at a nursery school or class, he/she will not have priority for a place at the associated primary school.**

For children requiring primary school admission in September 2020 (those who will be 4 years old between 01/09/19 and 31/08/20), there is a different application procedure. Advice is available from the Area Pupil Access Teams whose contact details are in Section 5 of this booklet.

## SECTION 1: Nursery Provision

### Lancashire County Council Providers

This booklet gives information about nursery schools and classes provided by Lancashire County Council. Nursery schools admit pre-school children. Nursery classes are attached to infant or primary schools\*.

It should be read alongside the booklet "Lancashire County Council Nursery Providers", which lists details of the nursery schools and classes provided by Lancashire County Council. It also gives details of Lancashire County Council's special schools that offer nursery provision to a small number of children with special educational needs (SEN).

#### **\* PRIMARY (RECEPTION) CLASS ADMISSIONS**

**Please note that if your child is admitted to a nursery class attached to an infant or primary school, this does not mean that he or she will subsequently be automatically entitled to attend that school's reception class.**

The primary school admissions process is an entirely separate procedure and all parents must apply separately at a later date for places in primary schools for each child. Attendance at a nursery class attached to a school does not, therefore, increase a child's priority for a place at that school.

### Other Providers

Other providers include private, day nurseries, pre-school playgroups, nursery units of independent schools and childminders.

The Family Information Service can provide you with a list of these providers on request (please see section 5).

The Family Information Service also produces a helpful range of guidance booklets for parents/carers to help them look for and choose suitable childcare to meet their family's needs. They can even help by providing entitlement advice to help them pay towards the cost of childcare including advice on claiming funded childcare places for all 3 and 4 year old children and some 2 year olds also.

### Hours of Provision and Sessions

Entitlement is up to 30 hours per week, depending on eligibility, of funded provision (38 weeks of the year).

It is only up to 30 hours for 3 and 4 year olds and it is up to 15 hours for 2 year olds. It can be stretched over more weeks if taking less hours per week (15 hours is a maximum of 570 per year, 30 hours is a maximum of 1140 per year).

Parents/carers are also advised to contact the nursery school or class under consideration to discuss which services are available to them (eg breakfast clubs and after school clubs) and the pattern of provision they can offer.

#### **HOURS AND PATTERN OF PROVISION**

**Lancashire's maintained nursery schools and nursery classes in community and voluntary controlled schools can offer up to a maximum of 30 hours per week of provision (the maximum hours permitted each term are: Autumn - 420 hours; Spring - 330 hours and Summer - 390 hours).**

**Parents may receive their Early Education Funding from one or more providers. Where more than one provider is being accessed, parents/carers must divulge this information to each provider.**

## SECTION 2: Nursery admissions policy

### Lancashire County Council Providers

The nursery schools and classes listed in the booklet "Lancashire County Council Nursery Providers" fall into two categories.

For those which are designated as community or voluntary controlled (C or VC), Lancashire County Council determines the admission arrangements. For voluntary aided, foundation and academy (VA, F and AC) nursery schools and classes, it is the individual Governing Bodies which set the admission arrangements.

### Admission Policy for Maintained Nursery Schools and Nursery Classes in Community and Voluntary Controlled Schools

- (i) Children in public care (looked after children) or those children at risk of becoming looked after.
- (ii) Children with Education, Health and Care Plans (EHCPs) and those with exceptional/strong SEN reasons for attending a particular school/setting.
- (iii) Exceptional/strong medical, social, welfare reasons (associated with the child and/or the family) for attending a particular school/setting.
- (iv) Children who will have a sibling in attendance at the time of their admission.
- (v) Parents/carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission).
- (vi) Those living nearest the school/setting.

#### Notes

- In relation to (i), (ii), (iii), (iv) and (v), parents must provide the necessary evidence and contact names/email/telephone numbers with their application.
- For criteria (iv) siblings are defined as brothers, sisters, stepbrothers, stepsisters, half-brothers, half-sisters, adopted and fostered children living with the same family at the same address.
- In relation to (vi), measures will be in a straight line (centre of building to centre of building).
- Criteria (vi) will be used as a tie-break should there be oversubscription within any of the stated admission criteria.

In most cases, children will be admitted to the nursery school or class of their parent's preference. Occasionally, however, a school or class will receive more applications than there are available places. Parents will be able to seek provision elsewhere and can also request that their child's name be placed on a waiting list for places at their preferred school or class. Should places become available, then these will be offered in accordance with the published admission criteria **and not on a first come first served basis**.

### Medical Social and Welfare Reasons

If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to a particular nursery, you must indicate that this is the case on your application. These may include serious medical or psychological needs or disabilities which make travel more difficult.

**Please bear in mind that all nurseries can make provision for special educational needs and can also manage common medical conditions eg asthma, epilepsy, diabetes and allergies.**

Where exceptional medical, social or welfare reasons are identified, supporting evidence will be required. This may be from whatever source(s) the applicant feels is/are most appropriate. Examples

would include evidence from doctors, health visitors, social workers etc. Only exceptional reasons relevant to a particular school or class will normally be considered.

**If you do not provide supporting evidence, then it will not be possible to consider the application under the medical, social and welfare criteria.**

Parents may apply for nursery places and send supporting evidence at a later date. It is strongly recommended, however, that this is submitted by the closing date for applications.

After the closing date, during the early stages of the allocation process, all claims of exceptional medical, social and welfare reasons are considered. Where the reasons claimed are not considered exceptional, the application will be dealt with under the other admission criteria for the nursery school/class.

All information which is submitted will be considered as being confidential.

### **Training, education, local work or local established childcare.**

If you require that an application for a nursery place be considered under this criteria, then you must provide evidence to support your application. This may include:

- written confirmation from a college/training provider of your future enrolment or current participation. This should confirm the start and end dates of any programme and the day and hours per week of your participation
- written confirmation from an employer of your place/address of work and the days/hours per week involved
- written confirmation from a childminder about any existing or ongoing childcare arrangements including the date on which they started and the address where the child is situated under the arrangement

### **Single Remaining Place – Additional Tie-Break**

If a single place remains available at a nursery school or class and the next application is for twins/triplets etc, then flexibility will be exercised, wherever possible, to allocate places for both/all of the children. Individual nursery schools and classes must liaise with the Local Authority if this situation arises.

Where a single place remains and there is more than one remaining applicant, an additional tie-break may occasionally be required eg where there are two identical measures for the single remaining place. In these circumstances, a random draw will determine which child will be offered the place.

### **VOLUNTARY AIDED, FOUNDATION, ACADEMY OR FREE SCHOOL NURSERIES**

**Please note that the Governing Bodies of these nursery schools and classes determine their own admission arrangements and the criteria for admission may, therefore, be different from those detailed above (eg there may not be a medical, social, welfare criterion). You are advised to contact an individual nursery school or class if you wish to clarify its admission criteria.**

### **ACCURACY OF APPLICATIONS**

**In relation to all applications individual nurseries and the Local Authority or the governing body of a voluntary aided or funded school/class will investigate the accuracy of any information which is provided. Places may be withdrawn if they have been offered based on inaccurate information.**



## SECTION 3: Eligibility and how to apply

### Who is eligible for funded nursery provision?

All children who are 3 years old by 31 August 2020 (prior to starting at a nursery school or class in September 2020) are entitled to access a 15 hours per week EEF (up to 570 hours per year.)

Working families of 3 and 4 year olds, who meet the eligibility criteria, are entitled to a 30 hours per week EEF (up to 1140 hours per year).

Applications should be completed and returned to individual nurseries by **Friday 21 January 2020**.

**If they are applying for a 2 year old funded place they need to do an eligibility check first. They need to go on our website and search for 2 year old early education and complete the on-line eligibility check. If they are eligible, they will be issued with a 2 year old voucher code which they will need to provide to the nursery to prove they are eligible.**

Parents wishing to apply for the 30 hours extended entitlement will need to go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to complete the online eligibility check. If they are eligible, they will be issued with an 11 digit 30 hour eligibility code which they will need to provide to the nursery to prove they are eligible, along with their NI/NASS number and date of birth. Parents must be issued with the code prior to the start of the term that they wish to take up the 30 hours entitlement as follows:

- Autumn term – code must be issued by 31 August
- Spring term – code must be issued by 31 December
- Summer term – code must be issued by 31 March

### How do I / We apply?

- You may place your child's name on the list held by a nursery school or class of those interested in a place in the future. This can be done when the child is 2 years old (or earlier if you wish). This is only a list of interest and you must still formally apply on the nursery application form at the appropriate time to have the child considered for admission in accordance with the specified criteria (please see Section 2).
- Information about nursery schools and classes is available from individual schools and settings (as listed in the booklet 'Lancashire County Council Nursery Providers' and on the list of other providers available from the Family Information Service). Information and advice is also available from other contact points as listed in Section 5.
- An application form will be available from the nursery school or class between September and December in the year prior to the child requiring a place. The closing date for applications is normally set around mid-January (prior to the September start date). **Please ensure that you submit your application by the stipulated closing date.**

There is no guarantee that late applications will be considered along with those received on time. Parents may be asked to provide evidence of the reasons for a late application in order that individual schools or classes can decide whether to accept it along with applications received by the closing date.

- Please provide as much relevant information as possible with your application. You may provide additional supporting evidence yourself or via relevant professionals (eg health visitors, social worker, doctors, educational psychologists etc. Please note if you are applying for a 2 year old funded place or a 30 hours funded place, you will need to provide your '2 year old voucher code' or '30 hour code' to prove that you are eligible.
- **If your circumstances are likely to change during the application period or after the offer date (but ahead of the September 2020 start date), please give details on your application. This could include address changes or changes in your work, childcare or education/training which may affect the priority of your application.**



## **INFORMATION AND ADVICE**

If you require assistance or advice in relation to completing a nursery school or class application, then this is available at your preferred school or setting. Please contact them and ask when it would be convenient to visit. You are also welcome to seek information and advice from the various contacts listed in this booklet (Section 5).

## **CHARGING PARENTS FOR PLACES**

**The Governing Bodies of Lancashire's maintained\* nursery schools and classes must not charge parents for available places.**

**They are allowed to charge for additional services such as consumables, food, hours over and above the funded entitlement. The guidance states the following**

The Provider must deliver the Early Education Funding (EEF) entitlements consistently to all parents, whether in receipt of 15 or 30 hours and regardless of whether they opt to pay for optional services or consumables. This means that the Provider must be clear and communicate to parents details about the days and times that they offer EEF places, along with their services and charges. Those children accessing the EEF entitlements should receive the same quality and access to provision.

*(\*maintained means funded via the Local Authority)*

## SECTION 4: Offers of places – September 2020

1. After the closing date (**Friday 21 January 2020 for places starting in September 2020**) the nursery school or class admissions committee will meet. This will be during the spring term and they will agree admissions and/or apply the oversubscription criteria where there are more applications than available places.
2. Around Easter 2019, you will receive an offer letter from the school or class offering a place for your child. This will include an acceptance form which must be completed and returned.
3. If you do not confirm acceptance, the school/class may remind you with a deadline date for your response. After that date, the place offered will usually be withdrawn.
4. Prior to accepting the offer, you should be committed to your child regularly attending. **Places may be withdrawn where attendance is unsatisfactory.**
5. You should check that the hours and pattern of provision offered is acceptable. **A commitment to regular attendance is essential as places may be withdrawn if this is unsatisfactory.**
6. If you are not offered a place, your child's name will be placed on the school or class waiting list. If places become available, these will be offered in accordance with the admission criteria (see Section 2).
7. Places are offered to commence at the beginning of the school year (September 2020). Most schools and classes will invite you and your child to visit during the summer term.
8. If you do not require an offered place or if there will be a delay in a place being taken up, you **must** inform the school or class immediately.

### HOURS AND PATTERN OF PROVISION (also see Section 1)

There may, in some instances be the need for prior contact from the nursery school/class with individual applicants about their requested hours and/or pattern of provision. This may lead to negotiation and agreement about what is available at that setting. Referrals to other local providers as possible options may also be an outcome. In addition, shared provision may be suggested as a possible consideration in certain circumstances. Any discussions which are necessary will be aimed at meeting the needs of applicants by signposting provision at that setting and in the area as a whole and highlighting the overall strategy of flexibility.

### OFFERS OF PLACES AT OTHER TIMES OF THE YEAR

**Available places will remain at some nursery schools and classes throughout the year or may become available during the year. These can be filled during the year and places must be offered to children from the first day of term after their 3rd birthday (not immediately the child reaches age 3). Parents may contact individual nursery schools and classes at any time to enquire about available places.**

**Where the demand for places exceeds availability during the year, the admission criteria in this booklet will be used to allocate. Parents will also be asked to complete the application form. Filling places other than at the main September intake date is often referred to as "topping up".**

## **ADDITIONAL PROVISION OFFERED AT NURSERY SCHOOLS AND CLASSES**

If you require additional information about the provision which is offered at any of the Nursery schools or classes listed in the booklet "Lancashire County Council Nursery Providers", then you must contact them direct. They will individually confirm any local arrangements for breakfast clubs, lunchtime provision and after school provision.

These arrangements will vary between establishments and it is essential, therefore, that you liaise directly with any school or class which you are considering. They will also be able to advise and assist in relation to completing and submitting an application form.

Further information about applying for a place at a nursery school or class is available online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

## SECTION 5: Useful contacts

### Family Information Service

You can contact the Family Information Service for impartial advice and guidance on a full range of childcare services, resources and issues.

**Phone:** 0300 123 6712

Phone lines available Monday to Friday from 9.00 am to 5.00 pm. An answer service is available at all other times.

**Website:** [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search 'family information service')

**Email:** [lancsfis@lancashire.gov.uk](mailto:lancsfis@lancashire.gov.uk)

### Area Education Offices

<b>NORTH</b> <b>Lancaster, Wyre and The Fylde</b> White Cross Neighbourhood Centre Quarry Road Lancaster LA1 3SE  <b>SEN: 01524 581200</b> <b>Pupil Access: 01524 581163</b>	<b>SOUTH</b> <b>Preston, South Ribble, West Lancs and Chorley</b> Floor 2 Room C37 County Hall Preston PR1 0LD  <b>SEN: 01772 531597</b> <b>Pupil Access: 01772 532109</b>	<b>EAST</b> <b>Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale</b> 44 Union Street Accrington BB5 1PL  <b>SEN: 01254 220553</b> <b>Pupil Access: 01254 220747</b>
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The Pupil Access Team  
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Autumn 2019