



## NURSERY ADMISSIONS POLICY

The legal definition of a nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years old.

In Cambridgeshire, a child is deemed to be of nursery age from the beginning of the claim period following their 3rd birthday until 31st August following their fourth birthday.

### AIMS

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply

### HOW TO APPLY

Parents may register their interest in a place at Orchard Park Primary School nursery class at any time, but must formally apply for a place, using the Nursery Admissions form (See appendix 1). Information and application forms are available from the school office or via the website; the County Council website and from the Early Years Funding Team.

In line with Early Years Education Funding Term Dates, Cambridgeshire's term dates are as follows:

<b>A child born between</b>	<b>Is eligible to claim in the period</b>	<b>Usual weeks in each claim period</b>
1 April to 31 August	1 September to 31 December (Autumn Term)	14 weeks
1 September to 31 December	1 January to 31 March (Spring Term)	11 weeks
1 January to 31 March	1 April to 31 August (Summer Term)	13 weeks

Places offered under this policy will be available to the child from the date the place is offered until 31st August following their fourth birthday.

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#### Our Mission Statement

A place where children are empowered to reach their full potential, with the highest possible aspirations and passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.

## ORCHARD PARK COMMUNITY PRIMARY SCHOOL

All three and four year old children are currently entitled to receive up to 570 hours free early education in a year, the "universal entitlement". From September 2017, working parents of three and four year olds may be entitled to access up to a further 570 hours free early education, the "extended" entitlement. Further details regarding the extended entitlement are available from <https://www.cambridgeshire.gov.uk/> and <https://www.childcarechoices.gov.uk/>.

### **APPLICATION TIMETABLE**

Applications will be processed and letters to families, informing them of the outcome of their request for placement for their child/ren, will be issued no later than:

<b>Term Applied For</b>	<b>Letter will be issued no later than:</b>
Autumn Term 2017	End of July 2017
Spring Term 2018	End of November 2017
Summer Term 2018	End of February 2018
Autumn Term 2018	End of June 2018

### **CATCHMENT AREA**

Orchard Park Community Primary School serves the new and developing Orchard Park development. The catchment area for our nursery class, is the same as the published catchment area for admission to the school.

For applications received for a child seeking admission in the term after their third birthday, places will be offered on a strictly first come first served basis.

Where more applications are received than places are available, places will be allocated in accordance with the following over-subscription criteria not according to the date of application:

1. Children with a sibling at Orchard Park Primary School that live in our catchment area
2. Children in our catchment area in age order (oldest first)
3. Children with a sibling at Orchard Park Primary School that do not live in our catchment area
4. Children out of catchment area in age order (oldest first)

If a child does not get a place they will be put onto a waiting list in the above criteria NOT according to the date of application. When a place becomes available the next eligible family on our waiting list will be contacted to establish whether the vacancy will suit their needs.

March 2018

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**APPENDIX 1 - APPLICATION FORM**

**Nursery Class Application Form**

**Early Years Funding & Pupil Premium  
Parent / Carer Declaration  
for free entitlements**

**OFSTED URN 134979**



At our setting, the government makes available 15 hours of free early learning and childcare per year for all three and four year olds, eligible date of birth is the only criterion. Working parents may also be entitled to extended entitlement up to 30 hours if certain criterion is met.

Before you complete this form please ensure you read the information leaflet included at the end of the form regarding Early Years Funding.

**Applying for Early Years Funding**

This form is a mandatory part of the process for claiming Early Years Funding. Our nursery or office team will be happy to support you in completing this form. You will need to bring proof of identity for your child with your completed application form, ideally a passport.

**Child Details**

Surname	Forename(s)	Name child is known as
Address	Date of Birth	Gender Male / Female
Postcode	Proof of identity being provided	<b>Extended Entitlement Code</b>

**Setting and attendance details**

Session to be attended must be agreed prior to your child joining us. Please complete this form carefully and clearly indicate which sessions you would like your child to attend.

Session details	Please tick to choose
Morning session Monday to Friday (8.50 – 11.50)	

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## ORCHARD PARK COMMUNITY PRIMARY SCHOOL

Afternoon sessions Monday to Friday (12.20-3.20)	
First half of the week Monday & Tuesday ( 9.00 – 3.15) & Wednesday (8.50 – 11.50)	
Second half of the week Wednesday (12.20 – 3.20) then Thursday & Friday (9.00 – 3.15)	
Full time every day of the week <i>(if entitled to 30 hrs funding)</i> Monday to Friday ( 9.00 - 3.15)	

**To help us and the local authority in monitoring equal opportunities you are asked to complete the following:**

Child's country of birth	Child's nationality
First language	Other languages

Religion	
Are there any religious or cultural practices that school should be aware of ?	

Family's Ethnic Origin. (Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.)

White - British	
White – Irish	
White - Traveller of Irish Heritage	
White - Gypsy/Roma	
White - Any other White background	
Mixed - White and Black Caribbean	
Mixed - White and Black African	
Mixed - White and Asian	
Mixed - Any other mixed background	
Asian or Asian British -Indian	
Asian or Asian British - Pakistani	
Asian or Asian British - Bangladeshi	

Any other Asian background (This includes African Asian, Nepali, Sinhalese, Sri Lankan Tamil....)	
Black or Black British - Caribbean	
Black or Black British - African	
Any other Black background	
Chinese	
Any other ethnic group – please circle one. (This includes Afghan, Arab, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin American, Lebanese, Libyan, Malay, Mauritian, Moroccan, Polynesian, Thai, Vietnamese, Yemeni...)	
I do not wish an ethnic background to be recorded	

## Parent Details

The information in this section is needed to make eligibility or validation checks for extended entitlement. Early Years Pupil Premium, or Disability Access Funding. Completing this section and signing this form gives us permission to use your details to make these checks. Your personal information will be kept by us in accordance with our data protection policies.

Extended Entitlement (30 hours) – The Local Authority will make checks throughout the year regarding your continued eligibility for the extended entitlement and notify us if your place is no longer funded.

Early Years Pupil Premium (EYPP) – Eligible children will be funded throughout the year, regular checks are made by the Local Authority for families who qualify in year. If you qualify on an economic basis, information must be the eligible parent / carers details.

	Parent / Carer Details Applicant 1	Parent / Carer Details Applicant 2
Parent / Carer Title		

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ORCHARD PARK COMMUNITY PRIMARY SCHOOL

Parent / Carer Full Name		
National Insurance or NASS number		
Parent / Carer Date of Birth		
Parent / Carer Telephone Numbers		
Address <i>including postcode</i>		
Email		

**Please provide details here of any other family members / friends you would like us to contact in case of emergency if we are unable to reach you**

<b>Name</b>	
<b>Address</b>	
<b>Telephone numbers</b>	
<b>Relationship to child</b>	

**Siblings** - Please give details here of any siblings living in your home, please include name and date of birth

Name	Date of Birth
Name	Date of Birth

**Other qualifying criteria for EYPP**

Please tick and complete if you are able to let us know if the child meets one of these criteria. We may ask to see legal documentation so that funding can be secured for you.

Is this child currently in care ? YES / NO	If yes please state which local authority
Has this child previously been in care ? YES / NO	If yes please state which local authority
Has this child been adopted from care ? YES / NO	
Has this child left care under a special guardianship order or residence order ?	

Disability Access Funding (DAF) If your child is in receipt of Disability Living Allowance (DLA) please select YES below. Please provide us with a copy of the letter confirming your child's entitlement in order to access DAF. If your child is

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**ORCHARD PARK COMMUNITY PRIMARY SCHOOL**

attending more than one setting you will need to nominate only one setting where you wish the DAF to go. We will be able to give you information about the DAF.

Is your child eligible for Disability Living Allowance ?	YES / NO
If your child is eligible, who will be your nominated setting?	

**Medical Details**

Name of Doctor	
Address of Surgery	
Telephone number of Surgery	
Please provide details here of any medical conditions your child has that we should be aware of (eg. Asthma)	

**Travel Arrangements - Please indicate here how you will travel to school**

Walk		Car Share		Bus		Car		Taxi		Other (please specify)	
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**Please indicate here any dietary needs or food allergies your child has;**

Vegetarian (eats fish)		No Pork		No Dairy		No Nuts	
Vegetarian (does NOT eat fish)		No Beef		Gluten Free		Other (please specify)	

**Password - Please provide us with a password to keep on file for use on occasions when another member of the family or a friend collects your child from nursery. The person collecting on your behalf will need to give us this password when collecting your child**

Password	
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**Intimate Care**

There are times during the early stages of schooling, when your child may need some assistance with changing or help with personal care. In the event of an accident, we need your permission to help them. This could be help with changing wet or soiled clothing or cleaning them after a toileting mishap. We are happy to aid your child, but please note that without your consent you will be telephoned and asked to come and change or collect your child.

Permission to assist your child with personal care Yes  No

**Photography & Other Permission. Please tick boxes below as applicable:**

Permission to use photographs of child in school (displays etc) Yes  No

Permission to use photographs of child on school website Yes  No

Permission for local trips Yes  No

Permission for internet access Yes  No

**Declaration**

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## ORCHARD PARK COMMUNITY PRIMARY SCHOOL

In signing this form I am confirming that I have read the information leaflet which gives details of the Early Years Funding for parents / carers. I agree with the conditions of the Early Years Funding and Pupil Premium and the use of my data. I understand that;

My provider is not obliged to end the claim without reasonable notification and negotiation unless there are exceptional circumstances.

My free place may be withdrawn if my child does not attend regularly unless there are special circumstances and these are agreed with the provider. Being in receipt of free childcare gives an automatic registration with my local Children's Centre

My information is being held by Cambridgeshire County Council in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available, to verify my initial and ongoing entitlement and also for the prevention and detection of fraud in connection with this claim. I give permission for the Education Welfare Benefit Service to make periodic checks using the secure benefit checking system to confirm my entitlement to education benefits. Information on how the Local Authority handles personal data is given in the Privacy Notice [Cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/privacy-statement/](http://Cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/privacy-statement/)

The Data Protection Act (1998) & the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the schools student records database. The information on ethnic origin and first language is needed by the school & Cambridgeshire County Council (The Children's Services Authority). This is to ensure that resources are made available when required & that Education Service offers real equality of opportunity for all.

## Home School Agreement

At the heart of this home school agreement lies the well being of the child – a happy child learns and makes progress.

### Our Vision

To promote enjoyment of learning, the highest possible achievement in all forms and a sense of success for all learners through;

- A stimulating and engaging curriculum
- Effective personalised learning
- A commitment to lifelong learning
- To develop confident and responsible children and young people through;
- Personal and social development
- Opportunities for participation and active citizenship
- A safe, health promoting, secure and inclusive environment
- Valuing diversity and respecting the individual
- To be a source of pride and resource for the local community through;
- Partnership working
- Being a role for sustainability

We aim to provide an inspiring and creative curriculum through which;

- Pupils can become confident, independent and enthusiastic learners, developing a love of learning for life
- The learning needs of individuals are understood and supported sensitively and effectively
- Pupils are taught to see beyond the school, to

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## ORCHARD PARK COMMUNITY PRIMARY SCHOOL

become aware of the wider world and their place within it.

We aim to provide a positive, happy and safe environment in which;

- All of us feel valued and have a strong attachment to the school “family”
- Everyone is regarded as an individual and differences are recognised and respected
- We do not fear failure and understand that we learn through our mistakes
- Success is celebrated and achievements both in and out of school are shared and enjoyed by all
- Mutual respect and courtesy is demonstrated by all

We will value contributions that parents, governors, members of the wider community and staff make as partners in learning and we aim;

- To always keep channels of communication open, listening as well as informing
- To provide opportunities for parents and others to share knowledge and skills for the benefit of the pupils

To ensure your child gains maximum enjoyment and benefit from his / her education with us we ask you to support our aims and share our vision.

### **Our aims are summarised in our School Mission Statement**

**“A place where children are empowered to reach their full potential, with the highest possible aspirations and passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world”**

### **Our Agreement**

- To be welcoming and approachable for parents
- To keep parents informed about school activities through regular newsletters
- To make every effort to implement school policies fairly and consistently
- To arrange parents evenings when your child’s progress will be discussed
- To provide a high quality education in which each child is valued as an individual
- To contact parents promptly if there are concerns relating to your child’s work or behaviour
- To set, mark and monitor homework according to school policy
- To offer opportunities to get involved with class and school activities

### **Your Agreement**

- To ensure that my child comes to school on time, attends school regularly and is collected on time
- To send my child to school dressed accordingly to the school dress code and equipped with PE kit
- To support the school in the standard it seeks to achieve by supporting the school policies and rules
- To ensure that someone is always available to collect the child in case of an emergency and to tell the school about any change in contact numbers
- To let the school know of any concerns that might affect my child’s work or behaviour
- To ensure that my child has enough sleep to cope with a full day at school
- To encourage my child with homework and reading and try to provide a good working environment at home
- To maintain an ongoing dialogue with the school so that any concerns can be dealt with immediately
- To make every effort to attend parents evenings and other important meetings relating to my child’s school life

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ORCHARD PARK COMMUNITY PRIMARY SCHOOL

I agree to the terms of the home/school agreement

Yes  No

Sections marked \* are non-compulsory. If supplied, information will be shared with Cambridgeshire County Council & other relevant bodies administering public funds. By signing this form, I/we give permission for the data to be shared as appropriate to enable: determination of the support available; verification of any entitlement to Free School Meals/Pupil Premium; prevention & detection of fraud in connection with any claims; periodic checks by the Education Welfare Benefit Service to confirm entitlement to education benefits. For further information on the handling of personal data, please see a copy of the Privacy Notice at

[www.cambridgeshire.gov.uk/info/20044/data\\_protection\\_and\\_foi/148/information\\_and\\_data\\_sharing/5](http://www.cambridgeshire.gov.uk/info/20044/data_protection_and_foi/148/information_and_data_sharing/5)

I confirm that the information is true to the best of my knowledge. I understand that any false or incorrect information could lead to funding being withdrawn or reimbursed. Please be aware that to certify false information could be viewed as making a false claim.

<b>Signature of Parent / Carer with legal responsibility</b>			
<b>Please PRINT your name here</b>			
<b>Relationship to child</b>		<b>Date</b>	

Please find further information here regarding funding and eligibility, and also a calculator to determine if you are eligible for 30 hours funding <https://www.childcarechoices.gov.uk/>

If you want to discuss eligibility you can call Cambridgeshire County Council on 01480 373402

If you would like to speak to HMRC they can be contacted on  
0300 123 4097

Orchard Park Primary School Ring Fort Road Orchard Park Cambridge CB4 2GR

01223 438200

[office@orchardpark.cambs.sch.uk](mailto:office@orchardpark.cambs.sch.uk)

[www.orchardparkprimary.co.uk](http://www.orchardparkprimary.co.uk)

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