



**Hill View Primary School**  
The best in everyone™  
Part of United Learning



# **Policy for Admission To Little Acorns Nursery**

**For admissions from September 2025 onwards**

## **INTRODUCTION**

Hill View School is an Academy and the admission arrangements for Little Acorns Nursery from **September 2022** are set out below.

## **ADMISSION NUMBER**

The admission number for Little Acorns Nursery is 20 morning places and 20 afternoon places. Where a parent is eligible for the 30 hour funding, this counts as 2 places ie: 1 x am and 1 x pm.

It is important that parents are aware that the process of applying for 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, are reminded that their child is **not guaranteed** a place at the school when s/he reaches the normal school starting age (ie: the September of the academic year in which the child will be five). They must apply through the normal Oxfordshire 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.

## **Terminology**

**Reception** - the year children become 5 (or the September after their fourth birthday)

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

**Looked After Child (LAC)** - 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 Child (PLAC)** - 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). Evidence of previously looked after status and/or the adoption will be requested. Where such evidence is not available, Hill View Primary School will make a pragmatic decision based on the information available.

**Internationally Adopted Previously Looked After Child (IAPLAC)** - children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Siblings/Brother or Sister** - For admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, step- brother 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).

**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 3<sup>rd</sup> birthday

**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 third birthday.**

Autumn – 1<sup>st</sup> September to 31<sup>st</sup> December

Spring – 1<sup>st</sup> January to 31<sup>st</sup> March

Summer – 1<sup>st</sup> April to 31<sup>st</sup> August

## **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

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. Priority will be given to parents who are entitled to the 30 Hours Extended Childcare Entitlement over parents who are willing to pay.

## **POLICY FOR ADMISSION TO LITTLE ACORNS NURSERY**

1. **The designated area** (catchment) area of Little Acorns Nursery is the same as Hill View Primary School and is available on Oxfordshire County Council's public website.
2. Hill View will offer nursery places at least up to the published admission number. Hill View offer the extended entitlement within our nursery provision, a 30 hour place is deemed to represent 2 places.
3. 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.
4. Hill View may agree take up of fewer hours to meet parental request but are not obliged to. We may set a minimum take up requirement when offering places.
5. **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April. If the Nursery places have been filled for the Autumn Term, children eligible to start in January or April, will be offered a place in the Nursery for the following September.
6. Other parents interested in a place in Little Acorns, will be asked to complete a form and, upon receipt, will be placed on the waiting list. Places will be allocated to eligible children where their Date of Birth entitles them to a place in the September of that academic year, followed by those eligible in the January of that academic year. Communication will be sent to parents with a response deadline which parents should adhere to if they wish to take up the offered place.
7. For the September Nursery intake, the deadline for receipt of completed applications is 31st March. Applications received by 31st March will be processed and offers made in line with our admissions policy. Applications received after this date will be considered as a late application and processed, if there are still spaces, following first round of offers as per our admissions policy.
8. Children are entitled to a place from the first day of term. Hill View may offer a staggered start to help children settle in but this will not be offered for no more than a week or two unless there are exceptional circumstances.
9. Parents will be notified that a place is available for their child no later than half a term in advance. We may set a deadline for considering applications for admission in the following term.
10. Hill View School offer 5 x morning (3 hours) or 5 x afternoon sessions (3 hours). Where a parent is eligible for the 30 hour extended funding, there is a nominal charge to cover the lunch supervision. The opening hours are 8.30am to 11.30am and 12.15pm to 3.15pm.
11. When more applications are received than there are places available and points 5 and 6 have been applied, the following admissions criteria will be followed and this closely follows the Oxfordshire County Council admissions criteria for entry to Hill View Primary School. 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.

- Children with an Education, Health and Care Plan naming the school.
- Children who are “Looked After” by a Local Authority (LAC); “Previously Looked After” (PLAC), or “Internationally Adopted Previously Looked After Children” (IAPLAC).
- 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 straight-line distance as calculated by Oxfordshire County Council 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 by the nearest straight-line distance as calculated by Oxfordshire County Council 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 by the nearest straight-line distance as calculated by Oxfordshire County Council Directorate’s Geographic Information System.

**The Headteacher may seek advice and assistance from the Admissions Officer at Oxfordshire County Council in applying the above criteria.**

12. 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\* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**

\*N.B. 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, usually as a year one child. See the Primary School admissions policy for more detail on deferring entry.

13. Where a family ceases to be eligible for the extended entitlement, the place should return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Schools offering the extended entitlement should explain this possibility in writing when offering the extended entitlement place. **Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.**

14. A universal entitlement nursery place should cease no later than the term after the child’s fifth birthday, that is, when they are of statutory school age.

15. 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 Headteacher in the first instance. Should a resolution not be forthcoming, the schools has a Complaints Policy which the parent can follow.

16. There is no statutory right of appeal.

**Hill View Primary School/Little Acorns Nursery**

**March 2025 – Point 7 added to include a deadline for applications for the first round of offers**