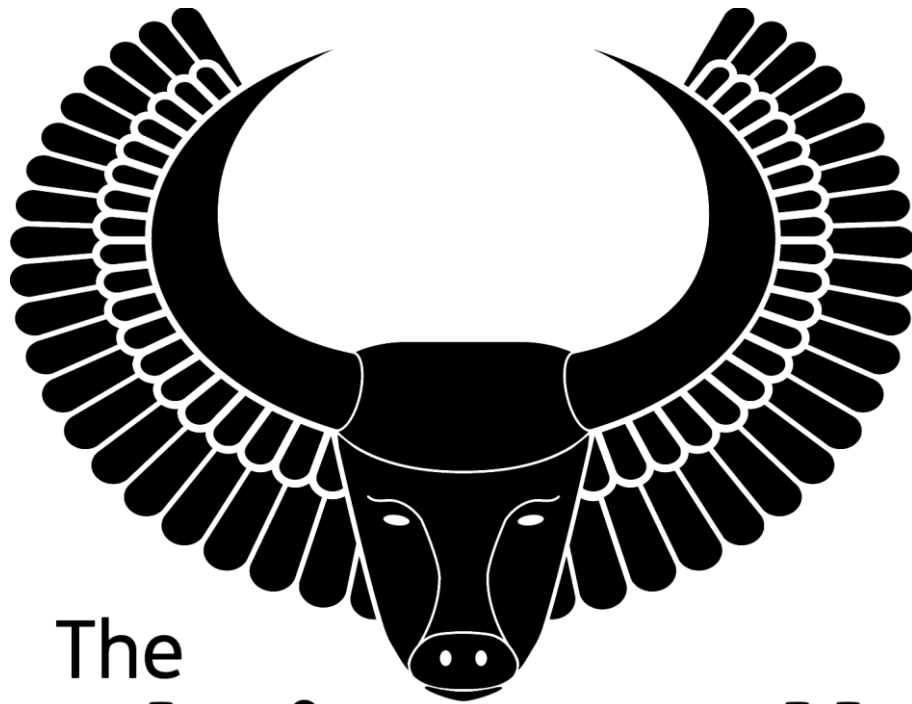


The Flying Bull Academy



The
Flying Bull
Academy

Nursery Admissions Policy

February 2025

Revised by School	February 2025
Responsible Person	Early Years Leader & Business Manager
Responsible Committee	Full Governing Body
Ratified by GB	February 2025
Next Review	February 2028



THE FLYING BULL ACADEMY

A distinctive vision

Everyone in our school community deserves to be cared for unconditionally and valued equally as a unique person. In our learning, in our work, in our relationships and in the ways in which we organise our community we are committed to aiming for success in everything we do.

An ethos of local partnership

The Flying Bull Academy and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents/carers and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

Nursery Admissions Policy

The Flying Bull Academy Nursery is open from 8:30 am until 3:20 pm Monday to Friday during Term time only.

The Flying Bull Academy Nursery offers two-year-old funded places, three & four-year-old universal (15 hours) places and three & four-year-old extended (15 hours) places to eligible children, where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

The Flying Bull Academy Nursery offers the following pattern of provision for early education funded places:

- Up to 15 hours per week two-year-old funding over 38 weeks
- Up to 15 hours per week three & four-year-old universal funding over 38 weeks.

Plus, (if eligible), an additional 15 hours per week three & four-year-old extended funding over 38 weeks (Lunch to be provided by parents/carers)

Early Education Funding

The Flying Bull Academy Nursery welcomes children in receipt of Two Year Funding, the Universal funding for three and four year olds and the extended entitlement (30 hours) for three and four year olds. Full details of these schemes and eligibility is available on request or online at <https://www.portsmouth.gov.uk/ext/learning-and-schools/pre-school/childcare-guide.aspx>

A child will be entitled to the additional funded hours from the term after both of the following conditions are satisfied: (1) the child has reached the age of three; (2) the child's parent has a current valid eligibility code from HMRC. Example: If a parent applies for and receives confirmation of eligibility from HMRC after 1 April, 1 September, 1 December the child will be entitled to start their additional 15 hours from the beginning of the following term. This will not affect their access to the universal 15 hours entitlement.

You must go online to reconfirm details at the end of each funding period (you will receive an email from HMRC prompting you to do this). If you are no longer eligible for the extended funding, you will fall into a 'Grace Period'. This is a short period of time to give you the opportunity to find work or reconfirm eligibility. The Flying Bull Academy Nursery will inform you of the end of your grace period date. This is when the funding for the extended hours will end. You will continue to be entitled for your 15 hours universal funding.

Contact HMRC regarding any queries or appeals on 0300 123 4097 as The Flying Bull Academy Nursery and the local authority are unable to answer any queries relating to the online application system.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two to five year olds for early learning sessions specified by the local authority. At **The Flying Bull Academy Nursery**, we currently provide free funded places available for children subject to availability. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second or third birthday.

The sessions that we offer for 15 hour funded places are either morning sessions from 8:30 to 11:35 Monday to Friday or afternoon sessions from 12:15 to 3:20 Monday to Friday, in term time only. These places are all subject to availability and although we will do what we can to offer your child your preferred session, these will be allocated in line with the above admissions priorities.

We also offer full day sessions for families who are entitled to the government 30 hours funded nursery places. These sessions will run from 8:30 to 3:20, with the children having a break for lunch from 11:35 to 12:15. A suitable packed lunch will need to be provided by parent/carers for all children who are staying with us all day.

Parent declaration for early education funded places

You must complete a Parent Declaration Form every term to enable us to claim all early education funding your child is entitled to. You must complete this information and return to the Academy Main Office to secure your child's funded place for the following term.

Information you provide on this form will enable us to access any additional funding that your child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). For further information, go to <https://www.portsmouth.gov.uk/ext/documentsexternal/edu-early-years-pupil-premium-disability-acc>

Waiting list

If there are not enough places available for all applicants, we will allocate places in the following priority order:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have a sibling at the setting.
- In order of date application received (starting from the earliest).
- Children who will have their fourth birthday during the academic year for which they are applying to school and would only have the opportunity to benefit from three terms of nursery education.
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989)

- Children who have exceptional medical or social grounds and the nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements*.
- Children who live nearest to the setting measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of The Flying Bull Academy Nursery.

*You must provide written evidence from relevant registered professionals i.e. a doctor or social worker. The evidence must demonstrate why our setting is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative settings.

The waiting list will be maintained by The Flying Bull Academy Main Office who can be contacted on 02392 694 313 or by email to admin@fbacademy.co.uk.

Registering your place

To apply for a place at The Flying Bull Academy Nursery you must collect, complete and return your application form to the Main Academy Office. You must provide original copies of documentation to confirm that your child has reached the eligible age for all early education funded places. For example, birth certificate or passport. You must provide original copies of documentation to confirm that your child is eligible for two-year-old funding (voucher) or three & four-year-old extended funding (eligibility code). The Flying Bull Academy Nursery will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. You must indicate on your application form the pattern of attendance you would prefer.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees and sessions, contact details for parents, doctors contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Settling in Procedure

At The Flying Bull Academy Nursery, it is really important to us that we make your child's first experience of separating from their family a positive one. When you initially submit your application to the nursery, you will receive an induction call from the nursery class teacher to gather some information about your child prior to putting them on our waiting list and to answer any initial questions you may have.

We generally start new children at the beginning of each school term throughout the year, however in term applications will be considered. Prior to your child's start date, they will

have a sequence of settling in sessions. The first session will be for both the child and their parent or caregiver to come and spend a shortened session in our setting of approximately 45 minutes. This allows both you and your child the opportunity to see what it is like in the nursery. Depending on how your child settles, we may suggest another joint settling in session or they may be invited to attend the nursery on their own for a 45-minute session. After this process, it is then at the discretion of the nursery class teacher to discuss any further adjustments that need to be made to the length of your child's session to ensure the best settling in experience for your child.

Capacity

Our capacity is as follows:

8 x 30 hour funded places
8 x 2-year-old funded places (4 places per session)
64 x 3&4-year-old places (32 places per session)

Our maximum capacity will be reduced for attendance of children who have exceptional medical or social grounds as follows to allow appropriate staffing arrangements:

2 x SEND places with SENDIF+ funding (1 place per session)
8 x 30 hour funded places
8 x 2-year-old funded places (4 places per session)
48 x 3&4-year-old places (24 places per session)

Notice periods

Parents are required to give a 4 week notice period for any funded hours when deciding to withdraw their child from The Flying Bull Academy Nursery.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child, then you may register a complaint using the normal complaints procedure.

Review

This policy will be reviewed every 3 years by the governing body.