

# Aspire Academy Trust



## Aspire Nursery Admissions & Waiting List Policy

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Approved by: Trust Board

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This policy was written alongside consulting the following roles in the trust:

- Lead Governance Officer
- EYFS Lead

Revision Log (last 5 changes)

Date	Version No	Brief detail of change
03.05.23	1.2	Required update – Expression of Interest form, consistency

## Aspire Vision

Nurturing curiosity, resilience, respect and excellence; our children will thrive and live life well.

## Aspire Mission Statement

By working together and inspiring excellence; we enable our children to excel both academically and in character.

## Aspire Strapline

'working together, inspiring excellence'

## Aspire Values

<b>A</b> spiration	We imagine possibilities and make them real
<b>S</b> elf-belief	We believe in ourselves - in heart, mind and soul
<b>P</b> assion	We dare to be different and follow our dreams
<b>I</b> ntegrity	We nurture trust and respect and do what is right
<b>R</b> esilience	We find a way or make a way
<b>E</b> xcellence	We strive to achieve our absolute best

## Policy Intent

All Aspire Academy Trust policies are written in line with statutory guidance or recommended best practice. These comply with each school's funding agreement, plus ESFA and DfE frameworks or complement Aspire's working practices. We have a centralised approach to policies, so they become Trust wide and include all ages from 0-11.

This policy seeks to outline a clear, step-by-step admissions policy for Aspire Nurseries that is equitable and consistent across all settings. It also seeks to establish a safe and secure online waiting list procedure, in line with the *Aspire Records Management Policy*.

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## Introduction

This policy seeks to clarify the arrangements across all Aspire Academy Trust settings.

Nursery admissions are undertaken differently from school admissions and are not subject to the School Admissions Code.

This policy translates across all Aspire nursery provisions, this includes:

- Nursery Class
- Foundation Stage One Class
- Aspire on site EYFS unit

## Age Ranges

All our nursery provisions take 3 and 4 years in the first instance.

Some provisions extend to offer a 2 year old provision if the DfE have granted a lower age range at this setting.

In addition at our Treverbyn Trailblazers nursery, admissions are from birth to four.

## What we offer

- 15 hours - Every child is entitled to a funded 15 hour nursery place from the term after their third birthday (subject to availability) [Childcare funding | Care and Support in Cornwall](#)
- 30 hours - For two working parents, your child might be entitled to a 30 hour funded nursery place (subject to availability)<sup>1</sup> [Apply for 30 hours free childcare - GOV.UK \(www.gov.uk\)](#)
- 2 year old funded place - We offer funded places for two-year olds, (subject to eligibility and age range at nursery/school provision).
- Paid places – we can also take pupils who would like to pay for additional sessions around funded hours (subject to availability).

All the above are subject to nursery capacity, setting, ratios etc in line with the [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](#)

**Information for 30 funded hours only** - It is the parent's responsibility to check their eligibility through HMRC and they must provide an eligibility code to ourselves for checking with Nursery funding prior to being able to take up the extended offer. Although school administrators will receive notifications when the code has gone into the grace period, it is the parent's responsibility to ensure that they renew their code.

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<sup>1</sup> Should your eligibility for 30 hours change then we will offer you alternative sessions either in the morning or afternoon depending on availability.

## Sessions

By applying for a place at an Aspire nursery provision, a commitment to a minimum of 3 sessions (1 session = 3 hours) is agreed to be booked and paid for (if applicable) before accepting a place.

Sessions are in accordance with the school day at the setting applied for, with the exception of Treverbyn Trailblazers Nursery. Further information can be found on the each school website.

## How we offer places

Places are not allocated on a 'first come, first served' basis. Registering early does not mean you will have priority over those families who apply after you.

- Most places are allocated during the summer term for an autumn term start, but we will also admit children during the year whenever we have vacancies.
- We will let you know via email whether your child has a place for the autumn term by the end of June.
- If you are offered a nursery place, you must email/in writing to accept. Failure to confirm the place may result in the place being lost and the place allocated elsewhere.
- If a place is not available, you will be added to the waiting list. You cannot appeal as all places are subject to availability. We will endeavour to keep you informed of any movement on the waiting list.

## Priority Ranking

- Children already on roll (e.g. in our 2-year-old room or in the nursery) automatically stay on roll the following year unless their families apply for a place in another nursery.

In each age group we admit children in this order:

- Children in order by their date of birth (oldest first) who already have a sibling in attendance at the named nursery or school provision, at the time of starting nursery.
- Children in order by their date of birth (oldest first).
- Relevant year group, 3 and 4 year olds for their 15 hour funding.
- 3 and 4 years olds who qualify for the additional 15 hours to make 30 hours funding in total (Provision dependent).
- 2 year olds – (provision dependent).

In determining our priority ranking, we want to accommodate as many families as possible, therefore all 15 funded hours will be given places before additional hours/ places are allocated.

Funded places cease to be available once a child enters reception year group.

### Provision/Additional Needs

If pupils require additional support or are identified with particular needs, discussions with the Trust Inclusion Team and consultation with the relevant policies will be applied e.g. *Aspire SEND Policy*.

### Additional Paid sessions

Refer to *Aspire Nursery Charging and Payment Policy*.

### How to register

You can register your interest for a nursery place by completing the online 'Expression of Interest' form, available on the Aspire academy/school website under CLASSES / Nursery.

### Aspire's Admission process

Step 1 Parents complete online 'Expression of Interest' form via school/academy website (see Appendix 2)

Step 2 When vacancies become available nursery to contact parent regarding hours required (if no immediate place available, form acts as the 'waiting list')

Step 3 Parents provide **original** documentation either child's passport or birth certificate to verify the child's date of birth. Proof of parental responsibility to be verified. (See Appendix 1)

Step 4 Nursery to allocate hours according to availability.

Step 5 Provisional offer made, nursery to email offer to parents.

Step 6 Parents to accept or decline offer by email.

Step 7 – Nursery to send email with Aspire Admissions form link, confirming the start date and time, sessions to be attended and any payments to be made. Sessions can only be changed once per term, and are dependent on session availability.

Step 8 - Providers and parents complete The Parent Declaration Form (EY2C). Please see *Aspire Charging Remissions Policy*.

### Waiting list criteria

Children will remain on the waiting list (see Appendix 2) until a place becomes available. For a child to be on the waiting list we will hold the following information securely on file:

- Child's name and date of birth
- Email address
- Parents name
- Phone number

This information is maintained, in order for us to contact parents when their requested space becomes available. This information will be retained in line with the trust's retention schedule, in line with the *Aspire Records Management Policy*. The waiting list will be reviewed annually.

## Non-attendance

Please refer to *Aspire Nursery Attendance Policy*.

## Appendix 1 – Proof of parental responsibility

### The Definition of a Parent<sup>2</sup>

We understand that parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

For the purposes of education law, the department considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Example: This may be a foster carer or family and friends carer who does not have parental responsibility but has been delegated the responsibility for taking day-to-day decisions about the child.

In cases where a person is not the biological parent of a child, does not have 'parental responsibility' for that child and that child no longer lives with them, it's unlikely that they will be recognised as a 'parent'. Any disputes about whether a person is a child's 'parent' within the meaning of section 576 Education Act 1996, are for the courts to decide.

### **What is parental responsibility?**

In family law, parental responsibility means all the rights, duties, powers, responsibilities and authority that a parent has in relation to the child. A person with parental responsibility can make decisions about the child's upbringing and is entitled to information about their child. For example, they can give consent to the child's medical treatment and make decisions about the child's education. They also have the right to receive information about their child's health and education.

### **Parental Responsibility<sup>3</sup>**

In order to help us to look after children whilst they are in our care, staff are required at the admissions stage to ask parents to provide certain information, such as name of both parents, address, contact details etc. They are also required to ask for proof of who has Parental Responsibility for the child. This is important because it allows the school to be sure who has the right to make decisions about a child's education and medical treatment.

A child's birth mother (the person who carried the child) has parental responsibility unless it's removed by an adoption order or a parental order following surrogacy.

Where a child's father and mother were married to each other at the time of the child's birth, they each have parental responsibility for the child. Where the parents were not married to each other at that time, the child's father can gain parental responsibility:

- by registering the child's birth jointly with the mother
- by subsequently marrying the child's mother

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<sup>2</sup> As per DfE guidance Sept 2018 'understanding and dealing with issues relating to parental responsibility'

<sup>3</sup> <sup>3</sup> As per DfE guidance Sept 2018 'understanding and dealing with issues relating to parental responsibility'

- through a 'parental responsibility agreement' between him and the child's mother which is registered with the court
- by obtaining a court order for parental responsibility

Where two female parents have a child through fertility treatment, the mother's female partner is treated in the same way as a father. She has parental responsibility if she is married to or in a civil partnership with the mother at the time of the treatment (or if the two women agree in writing that she will be the child's second parent). She can also acquire parental responsibility in the same way that a child's father can.

People who are not the child's biological mother, father or second female parent can also acquire parental responsibility.

Civil partners have parallel rights to married people in terms of parental responsibility. The same provisions for married people apply to them in terms of:

- acquiring parental responsibility - adoption, agreement with their civil partner or by an order from the court
- holding parental responsibility

Key effects of a father or second female parent acquiring parental responsibility

When a father or second female parent acquires parental responsibility they:

- become a 'parent' for the purposes of adoption legislation and can therefore withhold consent to an adoption
- can object to the child being accommodated in local authority accommodation under section 20 of the Children Act 1989 and remove the child from local authority accommodation (unless the child is over 16 and agrees to be provided with accommodation)
- will automatically be a party to care proceedings
- can appoint a guardian
- can give valid consent for his child's medical treatment (subject to the competency of the child to give their own consent or object to the treatment being proposed)
- has a right of access to his child's health records
- can withdraw a child from sex education and religious education classes and make representations to schools concerning the child's education
- must give consent if child's other parent seeks to remove the child from the jurisdiction
- can sign a child's passport application and object to the granting of a passport
- has sufficient rights in relation to a child to invoke the international child abduction rules
- can consent to the marriage of a child aged 16 or 17

Parental responsibility can be acquired in other ways:

- adoption - only the adoptive parents will hold parental responsibility
- when a child is placed with prospective adopters they get parental responsibility for the child along with others holding parental responsibility, such as the local authority
- obtaining a parental order following surrogacy
- in the case of step-parents, through agreement with the child's mother - and other parent if that person also has parental responsibility for the child - or as the result of a court order
- being granted a child arrangements order determining that the child should live with him or her, or if the court determines that a parent should only spend time with the child, the court may also decide to grant parental responsibility
- being appointed a guardian or special guardian
- being named in an emergency protection order - although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare

A local authority can also acquire parental responsibility, if it's named in the care order for a child.

More than one person, and even several people, can hold and exercise parental responsibility for a child. The parental responsibility of one party does not necessarily stop simply because another person is also given it, although this can happen. Therefore, in some cases, several people may exercise parental responsibility on behalf of a child.

Parental responsibility is not given to a foster parent or key worker in residential care but it's essential that schools engage and work with these individuals, who are often the most influential and important people in the child's life. How a school engages with social workers and the birth parents of the child in each case needs to be defined locally, but it's an essential part of supporting the child's school and care environment.

The terms 'resident' and 'non-resident' parent are used to distinguish between parents who do and do not live with a child.

### **Court Orders and parental responsibility**

Court orders under section 8 of the Children Act 1989 (often called section 8 orders) settle areas of dispute in relation to the exercise of parental responsibility or a child's care or upbringing, and can limit how an individual exercises their parental responsibility.

There are two types of section 8 orders which can be made to address particular issues:

- **prohibited steps order** - imposes a specific restriction on the exercise of responsibility. This means that no step specified by the Court, which a parent could take in meeting his/her parental responsibility, can be taken without the consent of the Court.  
*For example: one parent wants to take the child abroad for an extended period or prevent the child from attending a form of religious worship, against the wishes of the other parent.*
- **specific issue order** - is an order giving directions for the purpose of determining a specific question which has arisen, or may arise, in connection with any aspect of parental responsibility.  
*For example: an order allowing one parent to agree to a pupil changing school against the wishes of the other parent.*
- **Child arrangements order** - A child arrangements order sets out the arrangements relating to whom a child is to live with and when, and arrangements relating to whom a child spends time with or otherwise has contact with. It replaces the former residence and contact orders.
- **Care Order** – If a care order is in place, the role that parents can play in their child's life and schooling may be limited by the local authority

Parents should ensure that schools are provided with a copy of the most recent Court order in place, so that the school's duties in respect of child safeguarding are supported.

In the event that the school is not informed of the existence of such an order, neither parent will have rights superior to the other. Only a Court Order stating the arrangements is deemed to be valid; a letter from a solicitor is not sufficient.

## APPENDIX 2 – Expression of Interest (Waiting List) Template Form



# (NAME OF SETTING)

## ASPIRE NURSERIES: EXPRESSION OF INTEREST (Copy)

If you are interested in applying for a place at (**insert name of nursery**) for your child, please fill out the form below and we will be in touch to confirm whether there is availability. If our nursery is full, your details will be placed on the waiting list until such time as your requested space becomes available. Personal information is retained in line with the Aspire Academy Trust's retention schedule and Records Management Policy.

Thank you for your interest and we hope to welcome you shortly.



1. Full name of parent/primary carer

2. Email address for parent/primary carer

3. Telephone number for parent/primary carer

4. What is your child's name?

5. What is their date of birth?

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