

# Nursery & Preschool Admissions Policy 2023-24



[www.matfordbrook.academy](http://www.matfordbrook.academy)

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Haldon Reach, EX2 8XX

## 1. Matford Brook Academy: Ethos

**1.1** Matford Brook Academy is a 2-16 all through school based on the south west outskirts of Exeter. Having opened in 2023 for the first cohorts of children in Nursery, Reception and Year 7, our all-through establishment models a 'cradle to career' approach with seamless support and opportunity for children throughout their school career.

At Matford Brook Academy, we write our story. Our mission to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them. We do this through the values of scholarship, kindness and community.

### The Ted Wragg Multi-Academy Trust: transforming lives through learning

**1.2** We are an **ambitious** and **inclusive** Trust of schools strengthening our communities through **excellent education**. Formally established in 2013, the Trust has grown to 13 schools located in Exeter, Plymouth and Credit working collaboratively with other local and national partners.

The Trust is responsible for the education of over 10,000 students aged 2 – 18. The Trust has the highest expectations for every child, every day, with social justice at our core.

Our mission is to transform lives and strengthen our communities to make the world a better place. We live by the values of being ambitious, selfless and collaborative.

Our schools are driven by an absolute determination to improve life chances for every child and they are identified by values driven inspirational leadership and rich and inclusive learning experiences.

Since joining the Trust all of our schools have identified significant improvements in terms of Ofsted, progress, attainment and attendance. More and more of our students are achieving their very best and making aspirational life choices, allowing them to flourish in a whichever path they choose.

*As a free school, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.*

## 2. Early Years Funding for two-, three- and four- year olds

**2.1** All three- and four- year olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some children, whose parents are working, will be entitled to 1140 hours a year.

**2.2** Some two-year olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our Nursery and Preschool is an approved provider and can admit:

- two-year olds from the start of the funding period following their second birthday or at the start of the term in which they have their third birthday
- three-year olds from their third birthday for two-year old funding

**2.3** If you are not sure whether you can get a funded place for your two-year old, you should [check here](#).



Would you like:

- ☒ to give your child a head start?
- ☒ to be able to go back to work?
- ☒ to give your child high quality learning and care?
- ☒ to have some time for yourself?

Check out if your 2-year-old can get 15 hours of childcare per week at a preschool, childminder or nursery - **and at no cost to you!**

Visit: [devon.cc/tyf](https://devon.cc/tyf)  
Call: **0345 155 1013**



You can also check if your child can have a free meal if they go to a nursery in a school!

For further information and terms and conditions visit:

[devon.cc/childcaretyf](https://devon.cc/childcaretyf)

From the Early Years and Childcare team



2.4 We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

### 3. Admissions to the Nursery and Preschool

#### 3.1 Matford Brook Academy admits:

- Eligible two-year olds funded from the start of the funding period following their second birthday
- Eligible two-year olds funded as rising three-year olds at the start of the term in which they have their third birthday
- Eligible three-year olds that meet the criteria for two-year old funding
- Non-funded two-year olds from the start of the term following their second birthday
- Non-funded two-year olds as rising three year olds at the start of the term in which they have their third birthday
- Early Years funded three- and four-year olds from the start of the funding period following their third birthday
- Non-funded three- and four- year olds from the start of term following their third birthday

### 4. Points of Admission to Nursery & Preschool

4.1 Generally, children will start at Nursery and Preschool at the beginning of a term. Eligibility for the Early Years Funding for two-year olds is from the start of the funding period following a child's second birthday and eligibility for all three-year olds to receive Early Years Funding is at the start of the funding period following their third birthday. This

funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

**4.2** There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Reception at the normal round are for **full-time admissions** in the September following their **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part-time.

**4.3** Parents/carers of children in the Nursery and Preschool will need to make a separate application for a Reception place, at the appropriate time, following the 2023-24 Admissions Policy. This can be found on the Academy website. Reception places are subject to the oversubscription criteria as outlined in the Admissions Policy.

## 5. Patterns of attendance available

**5.1** We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570-hour entitlement of:

- Morning sessions of 9.00am to 12pm and
- Afternoon sessions of 12pm to 3pm and
- All day sessions of 9.00am to 3pm during term time only.

**5.2** The lunch period for a hot lunch is between **12-12.30pm**. Parents/carers can choose to pay an additional consumables charge of £1.50 per hot meal for their child in the afternoon session or all day. For children attending all day, parents/carers can either opt for a hot meal as an optional extra or send them with a packed lunch.

## 6. Extended Hours

**6.1** Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.

**6.2** Families that need a longer day can use their funded places for the morning and afternoon sessions. There is provision available at an additional charge (see below) for our before and after school provision. These sessions are:

- 7.30am – 9am before school and
- 3-4.30pm after school and
- 4.30-6pm after school.

**6.3** The provision before and after school will differ from the core early years provision between 9am and 3pm, as there may be older children attending and the adults may be different. We are not required to have a teacher during these times; this helps to make the sessions more affordable for families.

**6.4** The charges for before and after school sessions are:

- 7.30-9am: £5.00

- 3-4.30pm: £5.00
- 4.30-6pm: £10.00

This is for 2 year olds and 3/4 year olds.

**6.4** When allocating places, the trustees take these extended services for two-, three- and four-year olds to be an integral part of the Nursery and Preschool provision.

**6.5** If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell 3-hour/6-hour long sessions. Fees for **unfunded hours** are detailed below.

**6.6** The table below sets out our session times. When applying for a place please use the [Matford Brook Academy Application Form](#) which you can find on our website. In this you can state your session preferences. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session Times Parents/carers can choose from the following 'offers':	PAID FOR OR FUNDED	Hours	Fees for unfunded sessions: 2 year olds	Fees for unfunded sessions: 3/4 year olds
7:30 – 9:00	FUNDED OR PAID FOR	1.5	£5.00	
8:00 – 6:00	FUNDED OR PAID FOR	10	Special day rate £42.00	Special day rate £40.00
9:00 – 3:00	FUNDED OR PAID FOR	6	£30.00 (£5.00 p/h)	£27.00 (£4.50 p/h)
9:00 – 12:00	FUNDED OR PAID FOR	3	£15.00 (£5.00 p/h)	£13.50 (£4.50 p/h)
12:00 – 3:00	FUNDED OR PAID FOR	3	£15.00 (£5.00 p/h)	£13.50 (£4.50 p/h)
3:00 – 4:30	FUNDED OR PAID FOR	1.5	£5.00	
3:00 – 6:00	FUNDED OR PAID FOR	3	£10.00	
12:00 – 6:00	FUNDED OR PAID FOR	6	£25.00	£23.50

## 7. Charging

**7.1** There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

**7.2** The school must comply with Devon County Council's [Provider Agreement](#).

**7.3** Details about buying additional sessions in the Nursery are set out in the school's Charging and Remissions Policy which can be found on our Academy website.

## 8. Childcare Vouchers and Tax-Free Childcare

- 1.1. Our school accepts childcare vouchers as outlined within the government's childcare calculator.
- 1.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices this helps make childcare more affordable](#).

## 9. School Lunches

9.1 [Free school meals](#) must be provided in schools with an extended age range (2-11) for children whose parents meet the [eligibility criteria](#) and if their child attends both before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bough time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).

9.2 Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

## 10. Visiting

10.1 As a new school opening in September 2023, we welcome families contacting our team via [nursery@matfordbrook.academy](mailto:nursery@matfordbrook.academy) for further information. The Nursery & Preschool will be fully open from September 2023. We may have the opportunity to provide a tour of the facilities prior to its official opening and would invite families to specify interest in this via email. Visits are not a compulsory part of the Admissions process and will not affect decision on whether a place can be offered at our Nursery or Preschool.

10.2 Most children will start at the Nursery or Preschool at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another Early Years' Provider.

10.3 Places are not allocated to a child automatically, even where:

- There is an older sibling attending here;
- A child attends a particular toddler group;
- A parent has expressed an interest at any time in the school; or
- The child has always lived close to the school.

10.4 No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website but the responsibility for making an application will be with you as the parent.

## 11. How to apply for a Nursery or Preschool place

11.1 Parents must complete the [Matford Brook Academy Nursery or Preschool Application online form](#). This can be found on our website.



**11.2** The closing dates for applications for the Nursery & Preschool are 1 May, 1 July and 1 January. You can apply after these dates but your application may not be considered until after all the applications that were on time. However, as Matford Brook Academy is opening for September 2023, applications after 1 May 2023 are encouraged to still be submitted; please contact our team via [nursery@matfordbrook.academy](mailto:nursery@matfordbrook.academy) for any assistance. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

## 12. Information provided in an application

**12.1** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend Nursery or Preschool and this disadvantages another child.

**12.2** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

**12.3** You will be asked to provide date of birth evident so we can check your child's age.

## 13. What happens next

**13.1** If there are fewer applications than places, no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria.

**13.2** We will endeavour to give the hours requested on the Application Form. It is inevitably, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times that fall closest to the hours requested.

**13.3** By May half term, we will contact successful parents and carers to welcome them to the Nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

## 14. Overview of the Admissions Process

<b>Enquiries</b>	Throughout November '22 to June '23		
<b>Apply by:</b>	1 May	1 September	1 January
<b>Admissions panel meet in:</b>	May	September	January

Receive a letter about your application before:	May half-term	October half-term	February half-term
Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school
Start at Nursery (or at the start of term closest to that month)	September Autumn term	January Spring term	April Summer term

## 15. Published Nursery Admissions Number (PNAN)

**15.1** This is the number of places we intend to make available for our Nursery & Preschool intake. Once we set this number, we will not refuse admission for applications below PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

**15.2** The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published on our website.

**15.3** If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

**15.4** The table below sets out our Published Nursery Admissions Number (PNAN) for 2023-24

The maximum number of 3 and 4-year-old children that will be admitted at any one time:	24
The maximum number of 2-year-old children that will be admitted at any one time: OR	12
The maximum number of 2,3 and 4-year-old children that will be admitted at any one time:	36



15.5 Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours.

Where the number of applications exceeds the number of places available (the Published Nursery Admissions Number) in the Nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. A child with an Education, Health and Care Plan naming the school will be admitted.
2. Priority will next be given to looked after children<sup>1</sup> and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order<sup>2</sup>.
3. Priority will next be given to children based on their exceptional medical or social needs<sup>3</sup> or those of their parents<sup>4</sup>.
4. Priority will next be given to children who live in the designated area and are eligible for two-year old funding.
5. Priority will next be given to children who have a sibling attending the school<sup>5</sup> at the time of admission and live within the catchment area.
6. Priority will next be given to all other children who live in the designated area.
7. Priority will next be given to children of members of staff who have been recruited within the past two years to fill a vacancy for which there is a skills shortage.<sup>6</sup>

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<sup>1</sup> These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22 (1)) by a local authority.

<sup>2</sup> An adopted order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>3</sup> To request this priority, the application must be accompanied by a completed Supplementary Information Form for Exceptional Need which will include evidence, from a medical specialist or social worker of the need and why the child must attend this school rather than any other, based on those needs. If evidence is not submitted with the application, exceptional need cannot be considered.

<sup>4</sup> A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian.

<sup>5</sup> In the Primary or Secondary phase. By sibling, we mean a natural brother or sister, a half-brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit.

<sup>6</sup> This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she undertakes duties for the majority of the time. Where

8. Priority will next be given to children who live outside of the designated area with a sibling at the school.
9. Priority will next be given to children who live outside the designated area who are eligible for the early years funding for two-year olds.
10. Priority will next be given to any other children.

## 16. Waiting lists

**16.1** Following the allocation of Nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down a list as well as up.

**16.2** If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the Nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

**16.3** Parents with children that are not due to start within the next two terms will be asked to complete a Registering Interest form and told when they should apply.

## 17. Increasing the hours attended

**17.1** If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions at the times that are available, then they can be offered to parents or carers of children who are already attending the Nursery or Preschool. Similarly, if there is not a waiting listing and there are parents or carers of children that already attend the Nursery or Preschool who want to either take up additional funded hours and/or buy extra hours then a list of those parents or carers will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.

## 18. Admissions appeals

**18.1** If a Nursery place is refused, parents or carers can go through the school's complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the Nursery or Preschool is full. Even if it is agreed that the Nursery or Preschool was full, it will also consider the impact on the

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that cannot be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year. All members of staff are an important part of the school community.

child and family and may still award a place at the Nursery if there is both the physical space and sufficient staff available.

## 19. Transport

19.1 No transport is available for Nursery children.

## 20. Uniform

20.1 Children attending Matford Brook Academy Nursery are not expected to wear a uniform. When they move into the Preschool, they have an Academy polo and jumper alongside any trousers/leggings/shorts/skirts and shoes they choose to wear. Parents may choose to purchase these items for their child in Nursery also but will not be penalised if they choose not to.

## 21. Claiming the Early Years Funding

21.1 The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf.

21.2 It is important that both the school and parent can see what time is funded and what time is being bought.

21.3 Parents must not claim more than the 570 or 1140-hour entitlement. Checks are carried out to ensure that over claims are not made.

## 22. Changes to attendance

22.1 Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both (a) and (b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places:

(a) New applications from parents whose children do not yet attend the Nursery.

(b) requests by parents whose children attend the Nursery and they want to increase *or* change the times their child attends.

22.2 it is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

## 23. Contacts and further information

Headteacher	Emily Simpson-Horne
Email	<a href="mailto:info@matfordbrook.academy">info@matfordbrook.academy</a> – general queries

	<a href="mailto:nursery@matfordbrook.academy">nursery@matfordbrook.academy</a> – Nursery/Preschool queries
Website	<a href="https://www.matfordbrook.academy/">https://www.matfordbrook.academy/</a>