

## Keelham Nursery Admissions Policy 2020

### **Entitlement**

1. Every 3 and 4-year-old child is entitled to 15 hours funded early year's education in the term following their 3<sup>rd</sup> birthday. This is known as the universal offer.
2. Some 3 and 4-year-old children whose parents are working are also entitled to an additional 15 hours funded early years' education in the term following their 3<sup>rd</sup> birthday until they attend reception class. (see eligibility criteria section below) This is known as the extended entitlement.
3. Keelham School will look at offering some or all of this extended entitlement, dependent on demand and capacity.
4. Parents are allowed to split their entitlement between different settings. Parents do not have a right and so will not be allowed to defer allocation of sessions to following weeks or terms.
5. Keelham offer places at the start of the academic year (September). Moving children from one nursery setting to another mid-term is not recommended unless there is evidence of exceptional circumstances for doing so, or if the family have moved into the area.
6. For admission purposes the start of the term is defined as 1<sup>st</sup> September.
7. Parent/ carers may be able to purchase extra sessions in addition to the full entitlement either universal or where applicable extended entitlement.

### **Eligibility Criteria**

All parents of 3 and 4 year olds must prove that they are eligible for a Funded Early Education place. School will check eligibility before a place is offered and a parental agreement completed.

### **Eligibility for 3 and 4 year olds**

#### **Universal entitlement:**

Children are eligible the term after their 3<sup>rd</sup> birthday, birth certificates or passports will be checked to determine eligible date of birth.

#### **Extended entitlement:**

It is up to the HMRC to determine eligibility of parents and not providers. All queries around eligibility must be directed back to HMRC. **Tel: 0300 123 4097**

If parents think they meet the criteria below they need to go to the [Childcare Choices](#) website and apply for an eligibility code. If they are successful they will be given an 11 digit HMRC eligibility code, parents must give the code to all the providers who are offering funded hours for their children. School will check the code using [Bradford Funded Hours Checker](#)

Once the code is verified a place will be offered if available. A parent will not be able to start a new 30 hours place in their grace period. This includes in the following scenarios: • Where a parent falls into their grace period before the child has started a 30 hours' place

### **Parents of 3 and 4 year olds will need to meet the following criteria in order to be eligible for 30 hours' free childcare:**

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.  
This equates to £115 a week (or c.£6,000 a year) for each parent over 25 years old or £111.20 a week (or c.£5,700 a year) for each parent between 21 and 24 years old. This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- If a non-EEA national, the parent must have recourse to public funds e.g. you are eligible to claim benefits, tax credits or housing assistance.

Note: Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.

### **Allocation of Places**

There are up to 15 places available in the nursery class each academic year but the unit has capacity for only 11 nursery children maximum in any one session. If there are more applications for a nursery class than there are places available, the oversubscription criteria will be used to allocate places.

### **Oversubscription Criteria:**

Places in the nursery class will be allocated to children in the following priority order:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
2. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the nursery is the only suitable nursery to meet the child's needs and why no other nursery could provide the appropriate support for the child.
3. For primary schools with an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance and live within the priority area – 'sibling' includes biological brothers and sisters, as well as stepchildren and fostered children who are part of the same family living at the same address, but does **not** include cousins or children from different families sharing the same house. **Where a family of twins or triplet request admission and there is only one place available, the remaining sibling(s) will also be offered a place above the admission number.**
4. Children of staff members who are employed at the school in a teaching or associate staff capacity.

5. Other children living closest to the school's main entrance – this will be determined using the Authority's Graphical Information System process and will be the distance between the child's home address to the school's main entrance measured accessible road. A child's "home address" is the address at which they live permanently. Where a child lives with parents with shared responsibility, the parents must decide which address to use for the allocation process. We cannot use the address of a relative or childminder.

**Notes:**

- (a) **The offer of a place at a nursery class attached to a primary school does not guarantee the child a place in the reception class at the same school. A fresh application will be required in accordance with the criteria for admission to reception classes.**
- (b) A child is of compulsory school age at the beginning of the term following the child's fifth birthday. Generally children leave nursery to enter reception in the school year in which they have their fifth birthday and commence full time education before reaching compulsory school age. If parents are determined to defer entry to full time education until the following academic year when the child reaches compulsory school age, as is their legal right, a place would be offered in year 1, enabling their child to remain within their chronological age group and not being 'offset' unless it is deemed in the child's best interest to start in reception.
- (c) Induction and attendance arrangements for a nursery class in a primary school are at the discretion of and decided by each school.
- (d) Regular attendance is required to maintain a place in a nursery class, close liaison should take place with health visitors or social workers if there are concerns regarding a child's attendance.
- (e) No place will be allocated without the completion of a Parent Agreement Form.
- (f) Vacancies arising during a school year should be filled from the school waiting list using the published criteria.

Once a place has been allocated in out nursery class, the school will provide further details on the allocated timetable for attendance. Allocation of nursery places will take place on the first working day after the 1<sup>st</sup> February each year.

Signed by

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_