

Nursery Admissions Policy 2022

Keelham Primary School



Approved by:

Date:

Last reviewed
on:

Next review due
by:

Keelham Nursery Admissions Policy 2022

Entitlement

1. Every 3 and 4-year-old child is entitled to 15 hours funded early year's education in the term following their 3rd 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 3rd 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 1st 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 3rd 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:

If the parent is working:

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave
- If you're on adoption leave for a child aged 3 to 4 years old, you must return to work within 31 days of the date you first apply for 30 hours free childcare for that child.

If a parent is not currently working

Parents still may be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or contribution-based Employment and Support Allowance.

income

Parents need to expect to earn a certain amount over the next 3 months. This is at least the National Minimum Wage or Living Wage for 16 hours a week on average.

- For example, over the next 3 months expect to earn at least £1,853.28 - the National Living Wage for people over 23.
- If you have a partner, they'll need to expect to earn at least this much too.
- If you're self-employed and do not expect to make enough profit in the next 3 months, you can use an average of how much you expect to make over the current tax year.
- This earnings limit does not apply if you're self-employed and started your business less than 12 months ago.
- If you or your partner have an expected 'adjusted net income' over £100,000 in the current tax year you will not be eligible. This includes any bonuses you expect to get.
- Your adjusted net income is your total taxable income before any personal allowances and minus things like Gift Aid.

Your immigration status

To be eligible for 30 hours free childcare, you (or your partner if you have one) must have a National Insurance number and at least one of the following:

- British or Irish citizenship
- settled or pre-settled status, or you have applied and you're waiting for a decision
- permission to access public funds - your UK residence card will tell you if you cannot do this

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 1st February each year.

Signed by

_____ Headteacher

Date: _____

_____ Chair of Governors

Date: _____