

# Wrekin View Primary School and Nursery



**EYFS Admissions Policy**

**Nursery**



**Happy, Successful, Curious Communicators**

Adopted	February 2022
Review Due	Spring 2025

## **EYFS Admissions Policy**

### **Purpose**

This policy sets out how Wrekin View will fulfil its responsibilities regarding the admission of nursery aged children.

### **Intent**

Wrekin View Primary School operates two nursery rooms

- One for 2-3 year olds and some afternoon 3-4 year old day care children within our Wrekin Giants room.
- One for 3-4 year olds either mornings, afternoons or 30 hour funded within our Nursery room.

Both rooms aim to provide a high quality nursery experience for children that is geared towards a smooth transition into the next phase of education. The governing body is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at Wrekin View.

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The General Data Protection Regulation
- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

## **Free Child Care Arrangements**

### **Two Year Olds**

Since September 2013, local authorities have a statutory responsibility to ensure that all two-year olds who meet the eligibility criteria can access a free early learning place.

#### **Eligibility criteria:**

Your two year old can get funded early learning and childcare if you live in England and if you claim one of the following benefits:

- income support
- income-based Jobseekers Allowance (JSA)
- income-rated Employment and Support Allowance (ESA)
- universal credit and your household income is £15,400 a year or less after tax and not including benefit payments
- tax credits and your household income is £16,190 a year or less before tax
- the guaranteed element of pension credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- you are looked after by a local authority
- have a statement of special educational needs, or an education, health and care (EHC) plan
- receive Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order.

Your 2 year old may get a funded place if you receive support under the immigration and Asylum Act and have either:

- claimed asylum in the UK and are waiting for a decision (known as 'part 6')
- been refused asylum in the UK (known as 'section 4').

A 2 year old you care for may also get free childcare if your household income is £15,400 a year or less after tax and you have either:

- leave to remain with 'no recourse to public funds' on family or private life grounds
- the right to live in the UK because you're the main carer of a British citizen (known as a 'Zambrano Carer').

This table shows when a child is eligible for a 2 year old funded place.

CHILD BORN IN THE PERIOD	WILL BECOME ELIGIBLE FOR A FREE PLACE
1 April - 31 August	Start of Autumn term (following child's 2nd birthday)
1 September - 31 December	Start of Spring term (following child's 2nd birthday)
1 January - 31 March	Start of Summer term (following child's 2nd birthday)

The school can accommodate up to twelve two year olds or a mixture of eight two year olds and 8 three year olds in the Wrekin Giants room.

### **Three and Four Year Olds**

If your child doesn't qualify for 2 year old funding then the earliest age a child can access 15 hours of free Nursery entitlement is the term after the child's third birthday.

This table shows when a child is eligible for a 3 year old funded place

CHILDREN BORN BETWEEN	ELIGIBLE TO START FROM
1 April - 31 August	Autumn term (starts September)
1 September - 31 December	Spring term (starts January)
1 January - 31 March	Summer term (starts April)

The school can accommodate a maximum of 48 nursery children (24 in the morning and 24 in the afternoon) in its Nursery class.

### **Private Fee Payers**

As a school we are happy to provide additional care privately providing that:

- Any fees owing are paid in full and on time.
- That we have space available

### **Application Process**

#### **Waiting List**

Parents may register their interest in a place at the nursery at any time following their child's birth, by contacting the school office and completing a short form. The child's birth certificate will be required as proof of their date of birth. These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child.

(The date on which a child was added to the waiting list will not be taken into consideration when places are offered.)

#### **Offering Places**

Places for the September entry will be offered during the preceding Summer term to children who will be three by 31st August of that year. If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria

Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 4 weeks of making the offer, the place may be offered to another child on the waiting list.

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age:

If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria.

### **Application Process for Two Year Olds**

Places are only available in our Two Year Old Wrekin Giants room for children who meet the eligibility for a funded 2 Year Old place.

You can apply for a 2 year old funded place at [www.telford.gov.uk/talkingtwos](http://www.telford.gov.uk/talkingtwos)  
If your child is eligible, you will receive a letter from Telford and Wrekin Council confirming their funding. Once you receive this, bring it to the school to enable your child to be added to the waiting list for the start date given on the letter.

If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria.

Any children who do not receive a place will be signposted to other local nurseries who may be able to offer them a place.

### **Oversubscription Criteria for Two, Three and Four Year Olds**

Pupils will be offered a place on the basis of the following ranked criteria:

1. Children with an Education Health and Care plan (EHCP) where Wrekin View Primary School is named in the EHCP
2. Looked after Children and Children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order
3. Siblings of pupils already attending the school
4. Children who live within the Wrekin View school Catchment Area.
5. Any other children

Distance from school, by the shortest available walking route by road or made up footpath, will operate as the tie break should we be in a situation where two children qualify but only one space is left.

### **Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within four weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

### **Refusal of admission**

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age
- Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan

### **Admission to Reception**

Children who attend the Nursery do not have an automatic place in the Reception classes at Wrekin View and should apply through [Telford.org.uk/admissions](http://Telford.org.uk/admissions). The application period for reception admissions is normally during the Autumn term following the child's 3rd birthday. It is the responsibility of the parents to apply for a school place. See the School Admission Policy for more details.

## **Transition Arrangements**

Wrekin View Primary School aim to ensure a smooth transition between Nurseries, or between Nursery and Reception class, whichever nursery or school the child attends.

Nursery/Wrekin Giants children and their parents will be invited to visit the Nursery during the term prior to a child's start date.

Reception children will be invited to attend transition visits with their class teacher during the summer term. A welcome book displaying aspects of the school is used to prepare children for their transition. During the Summer term, Reception teachers from the primary schools to which the children will transfer come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs. Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

## **Data Protection**

All personal data will be held in line with the DDAT Data Protection Policy and Privacy / Fair Processing Notice