

# Admissions Policy

For nursery classes in community and  
voluntary controlled primary schools  
and nursery schools

## Introduction

Good quality pre-school experiences are directly related to the better cognitive, social and behavioural development of young children.

The Childcare Act 2006 requires local authorities, health agencies and other partners to work together to tackle childhood poverty and reduce inequalities between young children aged 0-5. Local authorities are required to take the lead in ensuring sufficiency of childcare and ensure information on early childhood services reaches all parents, especially those who may find it difficult to access them.

The Family Information Service can provide information for families through a helpline, around Early Years funded providers, Children's Centres and a range of outreach activities.

All registered early years funded providers work within the framework of the Early Years Foundation Stage.

The types of settings providing early years foundation stage provision includes:

- Nursery schools
- Nursery classes in primary schools
- Day nurseries
- Pre-schools
- Childminders
- Independent schools
- Out of school childcare

This policy applies to maintained nursery schools and nursery classes in primary schools. Each school is responsible for admission to nursery classes in community and voluntary controlled schools and community and voluntary controlled nursery schools. Following the principle of community provision, both Catholic and Church of England Diocesan Authorities advise voluntary aided, and foundation primary schools to operate the Council's admission policy.

## Entitlement

1. Every 3 and 4 year old child is entitled to 15 hours funded early years 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. Parents/carers can be offered some flexibility in how they take up their hours each week but this may depend on agreement, ability and arrangements made with providers. 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.
4. Children will take up places at the start of the term, 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.
5. In order for providers to claim funding children must have started prior to census date for that term (see technical statement for dates) (Is this included or a separate document?)
6. For admission purposes the start of the term is defined as 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.
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 2, 3 and 4 year olds must prove that they are eligible for a Funded Early Education place. All providers must check eligibility before a place is offered and a parental agreement completed.

### Eligibility for 2 year olds

Parents/ Carers have to meet one of the following criteria to be eligible. Eligibility has to be checked prior to offering a place. For guidance on how to check visit [Bradford Schools Online](#).

2 YEAR OLD ELIGIBILITY CRITERIA
Income Support
Income-based Jobseeker's Allowance
Income related Employment and Support Allowance
Support under part VI of the Immigration and Asylum Act 1999
The "Guarantee" element of State Pension Credit
Child who is looked after by the local council
Tax credits and have an annual income under £16,190 before tax
Children who has a current statement of special educational needs (SEN) or an education, health and care plan
Disability Living Allowance - Parents accessing disability living allowance for their child
Child who has left care through special guardianship order, child arrangements order or adoption order

### 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 must 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. Providers must check the code using [Bradford Funded Hours Checker](#)

Once the code is verified a place can be offered if available.

#### 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

If there are more applications for a nursery class than there are places available, the oversubscription criteria will be used to allocate places.

Appendix A is attached which shows schools delivering Early Years Provision.

For primary or all through schools delivering 2 year old Early Years provision, children in this provision will be given priority into the 3/4 year old nursery classes to ensure continuity in their early years education

Priority will then be given to children that have their 4<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> August of the academic year of which they are applying for a place.

## Oversubscription Criteria:

Places in a 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. Entitled children aged 2 currently in 2 year old Early Years provision within the school.
4. 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.***
5. For primary schools with an admission priority area children living within the priority area.
6. 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 and the school's main entrance measured in a straight line. 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) Schools must ensure continuity of provision for any child remaining in their nursery until entering another school at a later date. As some primary schools operate a 2 point entry into reception it should not be assumed that the child will be leaving nursery at the end of the summer term.
- (d) Not all primary schools have a nursery class.
- (e) Due regard must be made to the Council's Continence Guidance 'Promoting Personal Care and Inclusive Practice' in line Equalities Act 2010 when admitting children to a nursery setting.
- (f) Induction and attendance arrangements for a nursery class in a primary school are at the discretion of and decided by each school.
- (g) 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.
- (h) No place will be allocated without the completion of a Parent Agreement Form. See Appendix B.
- (i) Vacancies arising during a school year should be filled from the school waiting list using the published criteria. Please also refer to point 4 of the 'Entitlement' section page 2.
- (j) If a chosen nursery has no vacancies parents should be advised to contact the Families Information Service for advice on other early years providers and settings.
- (k) There are no statutory appeal entitlements for parents/carers refused a nursery place at a school with a nursery class. Parents should follow the following procedure if they have cause to complain:
  - Put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaints procedure. They will however need to comply with the published rules for admitting children to their nursery class;
  - If not satisfied they should go through the [Councils complaint procedure](#)
  - Where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.