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## 1. Aims

Bilston and Eastfield Nursery Schools are both popular schools and demand for places are traditionally high. The governing board make every effort to accommodate families who wish to send their children to our schools and aims to apply a fair and transparent admissions process when considering applications. The Headteacher and Governing Body will use the criteria outlined in this policy to allocate places.

This policy aims to

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply

## 2. Admission to Bilston and Eastfield Nursery School

All children are entitled to access free nursery education for 15 hours per week from the beginning of the term after their third birthday. 2-year-olds can get free early education if families receive certain benefits, or they meet the criteria for working families.

The schools manage their own admission process and parents apply directly to the school. Parents may be required to apply online for evidence of their eligibility through the local council or the governments childcare choices web-site but all parents must also complete the schools registration pack to apply for a place.

As maintained schools, priority for places is given to older children who will be turning 4 during the school year starting in September and ending in the following July. If there are places remaining after children have started in September, places will then be offered to younger children throughout the year. These children will start nursery the school term after their third birthday. There are two further admission points in January and after Easter each year. For example, if a child is three in November they can start school in January of the following year.

### **3. Admission Criteria**

Once parents have registered their interest in a funded school place and completed the registration pack their child will be placed on the admission waiting list for the next available intake for their age. Children are organised on the admissions waiting list according to their date of birth with age as the main criteria governing admission. Places are confirmed a term before a child is due to start school.

Where insufficient places are available to accommodate all the children on the schools admission waiting list, the following criteria will also be applied in the order listed below.

1. Special Educational Needs  
The admission of children with an Education and Health Care Plan (EHCP) will be agreed between the LA's SEN Statutory Assessment and Review Team, parents and school in accordance with parental preference, as far as possible, and the child's individual needs. Children with an EHCP are given overall priority.
2. Looked After Children (as defined by Section 22 of the Children Act 1989) and previously looked after children.  
A child who is in the care of a local authority or provided with accommodation by that authority or a child who has been adopted (or is subject to a child arrangements order or special guardianship order) immediately following being in the care of a Local Authority.
3. Siblings currently attending the school
4. A child who already has siblings at the school at the time of admission.  
A sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following: -
  - brother/sister or half brother/sister (i.e. share one common parent)
  - stepbrother/sister (i.e. related by a parent's marriage)
  - any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).
5. Children with siblings who have attended in the past  
Where the school is aware that a child has siblings who have previously attended or been notified of this by the child's parents.
6. Date of birth order – oldest first
7. Families living nearest to the school as the crow flies, closest first

### **4. Allocation of Places for 2-year-olds**

Our Little Learners classes provide early education for 2 year olds from the term after their 2<sup>nd</sup> birthday.

- If a child's birthday is between 1<sup>st</sup> April and 31<sup>st</sup> August they will be eligible to start in September.
- If a child's birthday is between 1<sup>st</sup> September and 31<sup>st</sup> December they will be eligible to start in January.
- If a child's birthday is between 1<sup>st</sup> January and 31<sup>st</sup> March they will be eligible to start in April.

The schools offer both funded and fee-paying places including:

Free funded places for working families  
Free funded places for families accessing certain benefits (Terrific for Twos funding)  
Fee paying places for families not eligible for funding

We aim to offer at least half of the available places for families eligible for Terrific for Twos funding.

## 5. Terrific for Twos' Funding Eligibility Criteria

2 year olds can receive free education through Terrific for Two's funding if parents receive one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, household income is £15,400 a year or less after tax, 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)

2-year-olds can also get free education if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

The cost of a child's place is funded however parents are required to pay for extra costs including snacks, nappies and trips.

Non-EEA citizens who cannot claim benefits may be eligible for their 2-year-old to get free education if they are getting 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')
- household income is £15,400 a year or less after tax, and parent 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 they are the main carer of a British citizen (known as a 'Zambrano Carer')

## 6. Application process – Terrific for Twos funding

Parents of children who wish to access a free Terrific for Twos place for their child should apply to the Local Authority at [Check terrific for twos eligibility - Early Help Support \(wolverhampton.gov.uk\)](http://wolverhampton.gov.uk) The Local Authority will confirm eligibility and provide parents with a code which they should give to the school so that a place can be confirmed.

Parents should notify the school as soon as they receive their code.

## 7. Funded 2 year old places for working families

Families are usually eligible for funded early education places for working families if a parent (and partner if they have one) are:

- in work
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

A parent and their partner (if they have one) must each expect to earn at least:

- £2,380 before tax if aged 21 or over (equivalent to £183 per week)
- £1,788 before tax if aged 18 to 20 (equivalent to £137 per week)
- £1,331 before tax if under 18 or an apprentice (equivalent to £102 per week)

Foster carers are eligible for funded places if they are in paid work outside of their fostering role and have a net income under £100,000.

## **8. Application Process for 2 year olds – Working parents**

Parents must apply for the funding by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code.

Foster carers should speak to their Social Worker to check their eligibility and request a code.

Parents should notify the school as soon as they receive their code.

Working parents are required to validate their code every 3 months and it is the parents responsibility to keep their child's eligibility code valid at all times.

The school is required to undertake verification checks of eligibility codes and will require parents National Insurance Number(s) to complete these checks.

## **9. Grace periods for 2 year olds funded hours**

Once parents receive a code for their funded hours this code needs to be renewed every three months. It is the responsibility of parents to renew and validate their code.

If a parent does not validate their code on time or is no longer eligible for funded hours we will inform them that they have entered the 'grace period' and when this period will end. A child's place will continue until the end of the grace period.

## **10. Fee Paying places for 2 year olds**

For children who are not eligible for free, funded early education places for 2 year olds, a limited number of fee paying places will be available. Parents who wish to apply for a fee-paying place should contact the school directly. Parents register their interest by completing an application form and a contract is issued. This outlines an agreement between the parent and the School in relation to payments, termination and notice periods.

Once a place is confirmed an invoice will be sent to the parent for a £100 deposit to secure the place. This will be deducted from the final month's bill. Parents accessing a 2-year-old fee paying place for their child need to be aware that the school cannot guarantee a full-time early education place when the child becomes 3 years old.

The cost of fee-paying places is detailed in the schools charging policy. A waiting list is in operation and places are allocated in date order to the children who have been on the waiting list the longest.

## **11. Allocation of places for 3 and 4 year olds**

The main point of admission for nursery aged pupil is in the Autumn term when the most vacancies are available following the transition of the previous years children to Primary School. Children who are due to begin Primary School in September 2026 will take priority.

Parents are entitled to 15 hours of free nursery entitlement per week over a 38 week period. Sessions are offered traditionally either 5 mornings or 5 afternoons and from September 2024 places will also be offered over 2 full days.

When parents apply to register their child they will be asked which session they prefer and where possible the schools will accommodate these requests. Where this is not possible, parents will be offered an available space and added to a waiting list for their preferred session should one become available during the school year.

Where spaces are available, there are two further admission points into the nursery classes in January and after Easter, when any remaining places are offered to 3 year olds.

Children who are already registered pupils at the school attending our classes for 2 year olds, will automatically be offered a Nursery place once their child turns 3.

## **12. Applying for a nursery place**

Parents should apply directly to the school by contacting the school office via email or telephone to request a registration pack. Once registrations packs are returned to the school parents will be contacted to gather any further information that is required. Parents will receive email confirmation that the application has been received and their child has been added to the admissions waiting list.

## **13. Extended 30 hour places for working families**

We offer a limited number of 30 hour extended places for eligible 3 and 4 year olds. Availability of these places depends on the number of part-time pupils attending. Admissions for 30 hour places require parents to complete the online application on the Childcare Choices web-site.

Families are usually eligible for funded early education places for working families if a parent (and partner if they have one) are:

- in work
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

A parent and their partner (if they have one) must each expect to earn at least:

- £2,380 before tax if aged 21 or over (equivalent to £183 per week)
- £1,788 before tax if aged 18 to 20 (equivalent to £137 per week)
- £1,331 before tax if under 18 or an apprentice (equivalent to £102 per week)

Foster carers are eligible for funded places if they are in paid work outside of their fostering role and have a net income under £100,000.

## **14. Application Process for 30 hour places**

Parents must apply for the funding by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code.

Foster carers should speak to their Social Worker to check their eligibility and request a code.

Parents should notify the school as soon as they receive their code.

Working parents are required to validate their code every 3 months and it is the parents responsibility to keep their child's eligibility code valid at all times.

The school is required to undertake verification checks of eligibility codes and will require parents National Insurance Number(s) to complete these checks.

There is no guarantee that the school will be able to offer a 30 hour place or extend the place of a child who is currently attending part-time. Places will only be offered if they are available. Parents are advised to give at least a term's notice of their intention to apply for 30 funding to increase the likelihood of a space being available, however this is still not guaranteed.

Where extended hours are not available parents can choose to access their entitlement across two settings. We will work with parents and the local authority to find suitable alternative places or options to share the entitlement with other early years providers.

## **15. Grace periods for 30 hour places**

Once parents receive a code for their funded hours this code needs to be renewed every three months. It is the responsibility of parents to renew and validate their code.

If a parent does not validate their code on time or is no longer eligible for funded hours we will inform them that they have entered the 'grace period' and when this period will end. A child's extended hours will continue until the end of the grace period.

At the end of the grace period 3 and 4 year olds will only be able to access their 15 universal free hours and will not be able to attend for the additional hours. Parents may request to pay for the additional hours however 30 hour places are in high demand and priority will be given to those children who are eligible. A waiting list will be in operation for fee-paying extended hours for nursery aged children.

## **16. Fee Paying 30 hour places for 3 and 4 year olds**

Parents who are not eligible for funded extended hours may request to access these additional hours on a fee-paying basis. Parents who wish to apply for a fee-paying place should contact the school directly. Each school offers set sessions and details of the charges are provided in the schools charging policy. Details of the times of these sessions and total costs are available from the school office.

Parents should inform the school that they wish to pay for extended hours when applying for their child's funded 15 hour place or as soon as they are aware that they require the additional hours. A contract will be issued outlining the agreement between the parent and the School in relation to payments, termination and notice periods. Once the additional hours are confirmed an invoice will be sent to the parent for a £100 deposit to secure the place. The deposit will be deducted from the final month's bill.

The number of fee paying extended hours is limited and priority will be given to existing pupils already receiving 15 hours funded provision. A waiting list is in operation and places are allocated in date order to the children who have been on the waiting list the longest.

The cost of fee-paying places is detailed in the schools charging policy.

Reviewed: May 2024

Approved by the Full Governing Board on 10<sup>th</sup> May 2024