



Acklam Whin Primary School

Nursery Admissions Policy

Approved by Governors:	March 2022
Reviewed:	October 2024
To be Reviewed:	October 2025

Contents

	Page Number
Statement of intent	3
1. Legal Framework	3
2. Free childcare places	3
3. Application Process	4
3.1 Registering your interest	4
3.2 Waiting list	4
3.3 Offering places	4
4. Equal Opportunities	5
5. Oversubscription	5
6. Withdrawing offers	6
7. Delayed starts and withdrawn places	6
8. Refusal of admission	6
9. Admission to Reception	6
10. Transition arrangements	7
11. Data Protection	8
12. Monitoring and review	8
Appendix	
i Eligibility Criteria Explanatory Notes	

Statement of intent

Acklam Whin Primary School Nursery offers provision for three to four-year olds. The Nursery aims to provide a high-quality nursery experience for children that is geared towards a smooth transition into Reception.

The Governing Body is the admission authority and is responsible for setting the nursery's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

1. Legal framework

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

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2021) 'Early years entitlements: local authority funding of providers operational guide 2022 to 2023'

This policy operates in conjunction with the following school policies:

- Admissions Policy
- Primary Transition Policy
- Data Protection Policy

2. Free Childcare Arrangements

The Local Authority (LA) is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined below.

Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday;
- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday;
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday.

Acklam Whin Primary School Nursery can accommodate a maximum of **78** nursery children. Acklam Whin Primary School Nursery **does not offer 30 hours** free childcare as an extension to the universal 15 hours free childcare. Parkway Independent Day Nursery based on the Acklam Whin

Primary School site is able to offer the additional 15 hours of free childcare entitlement. (Please see explanatory notes regarding eligibility for 30 hours free childcare at appendix i)

For children who take up their place later in the year or have moved to the LA part way through the year, the LA will secure a pro-rata'd number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

The LA will ensure that any three or four-year-olds moving to England from another country can access their free place on the same basis as other children.

Acklam Whin Primary School Nursery offers 570 hours as 15 hours per week over 38 weeks per year. Nursery children are offered three hours of childcare daily

- Either Mornings 08.45 to 11.45 am
- Or Afternoons – 12.30 to 3.30pm

3. Application process

3.1 Registering your Interest

Parents may register their interest in a place at Acklam Whin Primary School Nursery at any time following their child's birth, by contacting the School Office. A child is deemed to be of nursery-age from the beginning of the term following their third birthday. The child's birth certificate will be required as proof of their date of birth, together with a document showing proof of address e.g. council tax bill, utility bill, bank statement.

Application forms can be downloaded from Acklam Whin Primary School website: www.acklamwhin.co.uk or obtained from the School Office.

3.2 Waiting List

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.

The nursery will contact those on the waiting list to formally offer them a place when one is available.

3.3 Offering Places

Parents will be contacted by letter with the offer of a place for their child using the contact details provided. After accepting the place, an up to date proof of address will need to be provided; this document should be brought to the School Office.

If a response **is not** received within four weeks of making the offer, the place may be offered to another child on the waiting list.

The main point of entry to the nursery will be in September each year. Places for the September entry will be offered during the preceding Summer term to children who will have reached the age of 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. (see Section 5)

Following the September intake if places are available these will be offered to children on the waiting list when they have reached their third birthday. 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. (see Section 5)

Parents will be asked to state a preference for their child's attendance at **either** a morning **or** afternoon session; however, the nursery may need to take account of the balance between morning and afternoon places, so it **cannot** guarantee that all parents' requests will be fulfilled.

Children who secure a place in the Nursery will be offered a date to visit the nursery with their parents.

4. Equal Opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

5. Oversubscription

Children who have an EHC plan that names Acklam Whin Primary School Nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the nursery's admissions manager to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The governing body may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery.

The oversubscription criteria, set out in priority order, are as follows:

- LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order.
 - Children with a social or medical need who have been referred by a [social worker](#), [health professional](#), [educational psychologist](#), [outreach worker](#) or [education welfare officer](#)
 - Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
 - Children who are on the Child Protection Register and live in the normal area served by the school.
 - Children where there is outside agency involvement and live in the normal catchment area served by the school.
 - Children aged 4+ who live in the admission zone for school.
 - Children aged 4+ who live outside the admission zone for school but who have a sibling attending the school at the time the Nursery child would be admitted.
 - Children aged 3+ who live in the admission zone for school.
 - Children aged 3+ who live outside the admission zone for school but who have a sibling attending the school at the time the Nursery child would be admitted.
 - Other children aged 4+.
 - Other children aged 3+.
- (Priority will go to the oldest children within each of the above categories)

The governing body may also give priority in their oversubscription criteria to children eligible for the early year's pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

6. 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 in error;
- 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.

7. Delayed starts and withdrawn places

If a parent decides to delay the start date following receipt of an acceptance letter, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least **four weeks'** notice.

Notice of a delayed start or withdrawal must be in writing.

8. 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.

As nursery education is not compulsory, 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.

9. Admission to Reception

Children reach compulsory school age as follows:

- Children turning five years old between 1 January and 31 March are of compulsory age at the beginning of the term after 1 April;
- Children turning five years old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September;

- Children turning five years old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January.

Acklam Whin Primary School operates a September admission to its Reception classes. Children are eligible for admission at this point after their fourth birthday.

Children who attend Acklam Whin Primary School Nursery **do not** have an automatic place in the Reception classes at Acklam Whin Primary School and should apply through Middlesbrough School Admissions Team. The application period for reception admissions is normally during the Autumn term following the child's third birthday. It is the responsibility of the parents to apply for a school place.

See the School Admission Policy for more details.

10. Transition arrangements

Acklam Whin Primary School aims to ensure a smooth transition between Nurseries, or between Nursery and Reception class, whichever nursery or school the child attends.

Entry into Nursery

- Parents are invited to visit Nursery with their child to familiarise themselves with the setting, procedures and staff.
- Parents are required to complete a Nursery Entry Profile, providing health and welfare information and a brief synopsis of their child's personality and social skills.
- A Nursery Parent Handbook is used to familiarise parents with the procedures of the nursery and prepare children for the transition.
- A phased entry can be offered where a child is unsettled.

Transition from Nursery to Reception

- Parents are invited to a meeting to ensure they know about school procedures, allocation of classes, and to voice any concerns they may wish to express.
- During the Summer break parents are encouraged to help their children put a 'Home Book' together. The Home Book should include a brief synopsis of their child's personality, likes and interests. It is used during the staggered start to support transition and inform planning.
- Children attending Acklam Whin Primary School Nursery will visit the Reception classes during the Summer term with their key workers. Reception teachers will also spend time during the summer term playing with the children within the nursery setting.
- Children joining Reception from other nursery settings will be invited with their parents to a separate 'Stay and Play' event held during the summer term.
- In the Summer term Acklam Whin Primary School Nursery and Reception staff will meet to share 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.
- For children who are not transitioning from Acklam Whin Primary School Nursery; the EYFS lead will be responsible for obtaining information from parents and their previous childcare provider (if applicable) to help build a picture of their developmental progress to support a smooth transition to Reception.
- A Reception Parent Handbook is used to familiarise parents with the procedures of the Reception and prepare children for the transition.

Children with SEND

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.

11.Data protection

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

12.Monitoring and review

This policy is reviewed annually by the governing board and headteacher.

Appendix I

Eligibility Criteria Explanatory Notes

Eligibility for 30 hours free childcare

Parents of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent is seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- 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-European Economic Area national, the parent has recourse to public funds

Parents should check their own eligibility for the scheme using the government's [Childcare Choices](#) website or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.

Extension of 30 hours to children in foster care

Children in foster care are also eligible for the additional hours, provided that they meet all of the following criteria:

1. Accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision-making;
2. That, in single parent foster families, the foster parent engages in paid work outside their role as a foster parent; and
3. In two parent foster families, both individuals engage in paid work outside their role as a foster parent

In accordance with criteria 3, if one individual is not a foster parent, then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours at National Minimum Wage or National Living Wage to be eligible. There is no requirement on the type of work or number of hours that a foster parent must work in order to access the 30 hours, and there is no minimum earnings limit – although they must be engaging in paid work. Children in foster care will continue to be eligible for the universal 15 hours regardless of the working status of their foster parents. There is no requirement to access the full 30 hours if this is not necessary.

To apply for the additional hours, foster parents must apply directly to the LA – there is no requirement to apply via the childcare service. When initiating an application, foster parents are required to inform the child's social worker. A designated individual, as determined by the LA, will counter-sign the foster parent's application to confirm eligibility. This may be, for example:

- The child's social worker; or
- A supervising social worker; or
- An independent reviewing officer appointed by the LA to protect the child's interests throughout the care planning process.

In some cases, the LA may deem it appropriate for the application not to have a second signature – this will be agreed between the LA and foster parent before the application is made. The signed form (by the parent only) will be sent directly to the contact within the LA who is responsible for issuing codes.

The LA has the flexibility to develop a policy and procedure for establishing the eligibility of children in foster care. Any process developed will be proportionate, flexible and aligned with existing process as far as possible, with the focus being ensuring consistency with a child's specific care plan.

All foster parents will have access to the LA's locally agreed policies and procedures for determining eligibility. In particular, foster parents will be provided with the following:

- The role of the designated person
- Who the designated person is and how to contact them
- What evidence the foster parents should be expected to provide
- How the foster parent should pass the form to the LA
- How/if the evidence will be stored once the form is completed and approved
- The timeframe by which the designated person will respond to any application – this will be no later than four weeks from the receipt of the application

Where the LA determines that an application for the additional hours is not consistent with a child's care plan, they will not be eligible, regardless of whether parents satisfy the other criteria outlined at the start of this section.

Where an application is approved, details will be entered onto the eligibility checking system where a record will be created for the child. Once the code is generated, this will be sent to parents via email and the child's social worker will be informed that the code has been issued. Once foster parents have received the code, the process is the same as that outlined in the [Eligibility for 30 hours free childcare](#) section of this policy.

Foster parents will be required to re-confirm their eligibility every three months and will be prompted in advance of the deadline. The LA is free to determine the exact evidence required from foster parents to re-confirm eligibility, which will be made clear to parents during the initial application. At a minimum, the LA will be satisfied that:

- The placement is still ongoing;
- Accessing the additional hours is still consistent with the child's care plan; and
- The foster parents are still engaging in paid work outside their role as a foster parent.

If a foster parent is unhappy about the decision made by the LA, they should follow the LA's complaints process and contact the child's social worker