



**Bushbury**  
Nursery School



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# Admissions Policy

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## Statement of intent

Bushbury Nursery School aims to provide a nursery experience for children that is affordable, high- quality and geared towards a smooth transition into their next school.

The Governing Board is the admission authority and is responsible for setting the school's Nursery Admission Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at Bushbury Nursery School.



## 1. Legal framework

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

### Legislation

- Children Act 2004
- Adoption and Children Act 2002
- Children and Families Act 2014
- Education and Adoption Act 2016
- Childcare Act 2016

### Guidance

- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2017) 'Early education and childcare'
- DfE (2017) 'Early years entitlements: operational guide'

## 2. Free childcare arrangements

- 2.1. Bushbury Nursery School can accommodate a maximum of 90 nursery children.
- 2.2. The school offers 30 hours free childcare as an extension to the universal 15 hours free childcare for 3 children. (to be reviewed January 2019)
- 2.3. The school is able to accommodate children eligible for 30 hours free childcare (dependent upon demand and places available)
- 2.4. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time.
- 2.5. The sessions offered to nursery children are as follows:
- For children eligible for 30 hours free childcare – six hours daily, Term Time only.
  - All other children – three hours free childcare daily, Term Time only (AM or PM)

### 3. Eligibility for 30 hours free childcare

- 3.1. Parents of children aged three and four must meet 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 don't need to meet the income criteria for 12 months)
  - The parent should be 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-EEA national, the parent has recourse to public funds
- 3.2. Parents should check their own eligibility for the scheme by 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.
- 3.3. If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme.
- 3.4. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.
- 3.5. A child who becomes ineligible during the first half of a funding block will be funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.6. A child who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.7. If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care.
- 3.8. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

## 4. Terrific For Two's

- 4.1. 15 hours free child care during term time is available for 2 year olds if parents claim one of the following benefits:
- Income Support
  - Income-related Employment and Support Allowance
  - Income-based Jobseekers Allowance
  - Child Tax Credit (but not Working Tax Credit) with income less than £16,190
  - Guaranteed element of State Pension Credit
  - Support through part 6 of the Immigration and Asylum Act 1999
  - Working Tax Credit 4-week run on
  - Two year old who are looked after by their Local Authority – if they have left care through special guardianship or through an adoption or residence order.
- 4.2. Parents can claim for 15 hours free childcare by applying online at [www.wolverhampton.gov.uk/terrificfortwos](http://www.wolverhampton.gov.uk/terrificfortwos). Wolverhampton City Council will then provide confirmation to the parent of eligibility. Parents can then bring this evidence to Bushbury Nursery School. The school will then inform the parent/s when a place becomes available. Places in Bushbury Nursery's Terrific for Two's are offered term time only.

## 5. Application timetable including 30 hour places and Terrific for Two's places

- 5.1. A child is deemed to be of nursery-age from the beginning of the term following their third birthday. A child is deemed to be of Terrific for Two's age from the beginning of the term after their second birthday.
- 5.2. Parents may register their interest in a place at the nursery at any time.
- 5.3. Application forms can be obtained from the school office.
- 5.4. Offer letters are sent out on the following dates:
- For places in the Spring term – October
  - For places in Autumn term – May
- 5.5. Where places are remaining, later admissions are possible, up to the agreed admissions limit.
- 5.6. Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

## 6. Oversubscription including 30 hour places and Terrific for Two's

- 6.1. Children who have an education, health and care plan (EHC) that names the school are admitted before the oversubscription criteria are applied.
- 6.2. Children with an EHC plan that does not name the school will be referred to the school's admissions team to determine an appropriate place in accordance with the LA's Fair Access Protocol.
- 6.3. The Governing Board 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 school.
- 6.4. The oversubscription criteria, set out in priority order, are as follows:

**[In line with statutory guidance, LAC pupils must be given first priority in the oversubscription criteria. After this, schools are able to create their own oversubscription criteria so long as they are reasonable, clear, objective, procedurally fair, and comply with relevant legislation. The following oversubscription criteria are provided as a guide and can be amended as necessary.]**

- 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 (where Bushbury Nursery can meet their needs)
  - Children who will have a sibling attending the nursery or the main school at the time of admission
  - Children living within the catchment area for the nursery school
  - All other children
- 6.5. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

## **7. Reserve list including 30 hour places and Terrific for Two's**

- 7.1. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of Date of Birth.
- 7.2. If a place becomes available, the nursery will contact the parents of the child at the top of the list.
- 7.3. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- 7.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

## **8. Withdrawing offers including 30 hour places and Terrific for Two's**

- 8.1. 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 attending visit day (will receive a letter giving them a weeks notice)
  - A child is in receipt of more than their entitlement of nursery education
  - A family registering their child at two maintained settings

## **9. Refusal of admission including 30 hour places and Terrific for Two's**

- 9.1. 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
- 9.2. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
- 9.3. Parents may appeal to the special educational needs and disabilities (SEND) tribunal against the provision named by the authority in the EHC plan.

## **10. Admission to Reception**

10.1. Children reach compulsory school age as follows:

- Children turning five-years-old between 1 January and 31 March are of compulsory school 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

10.2. Parents have the choice of how and when their child starts Reception class until they reach the compulsory age.

10.3. If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access 15 hours of free early learning rather than taking up a place in Reception, they must:

- Discuss their choice with the school.
- Complete a Reception application form by specified January deadline, to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.

## **11. Transition arrangements**

11.1. Parents are invited to visit the school prior to the transition.

11.2. Further visits are arranged according to the child's needs.

11.3. During the Summer term, Reception teachers from the primary schools to which the children will transfer, come in to meet with the children.

11.4. 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.

11.5. 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.

11.6. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

11.7. Children transferring from TF2's into nursery will have the opportunity to engage with nursery session during the last half term prior to them moving into nursery.