



## Admission Policy (2-3 year olds)

This policy is a statement of the aims and procedures for admitting children to Hadfield Nursery School. It was developed through a process of consultation with governors and staff, and is subject to annual review.

### Introduction

Our vision statement for Hadfield Nursery School is:-

*A welcome for all  
Learning for all  
Enjoyment for all  
Success for all.*

At Hadfield Nursery School we believe that the education we provide is

- An enriching learning experience for all children regardless of race, religion, ability or disability
- A valuable means of reducing the education and social disadvantages experienced by some children and thus enabling them to have equal access to the opportunities offered by subsequent education
- Supportive, offering a wide range of facilities and opportunities to families with young children

### Admissions Arrangements

The Government funds 15 hours of early education and care for eligible families the term after their second birthday. To be eligible, families must be in receipt of one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax

- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Your child may also be able to receive childcare 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

Children who are eligible for free childcare for 2-year-olds will be offered 15 hours free provision.

At Hadfield Nursery School, this will generally comprise 5 morning sessions OR 5 afternoon sessions

### **Admission Criteria**

Hadfield Nursery School serves the town of Hadfield and surrounding villages – see map available at the Nursery School for the catchment area. Families within this area will be given priority. There are 16 part time (15 hour) funded places available. If requests for these places, exceeds the number of available places, then the following criteria will be applied:

1. Children who qualify for two-year old funding
2. Children who have a defined 'need', i.e.
  - Children who are on or require a Child Protection Plan
  - Children who are looked after by the local authority
  - Children with a Special Education Need or Disability (SEND)
  - Children for whom a place is requested by a professional external agency
3. Children who have a sibling already in the nursery.
4. Children who live within the normal catchment area detailed on the map (stored in nursery office) will be allocated places in DOB order.
5. Children who live outside the normal catchment area, but within Glossopdale will be allocated places in DOB order (eldest first).
6. Children who live beyond those areas will be allocated places in DOB order (eldest first)

If after all funded spaces have been allocated, there are still available places, these will be offered on a 'paid for' basis at a current rate of £5 per hour. To preserve consistency and fairness, paid for places will be allocated using the same criteria as funded places.

The admission criteria are applied again for **each** admission intake (including applications which have been deferred). The admissions intakes are in September (for Autumn term), January (for Spring term) and April (for Summer term)

Parents will have the opportunity to visit the nursery and discuss our admission arrangements.

The full governing body is kept fully informed of numbers on roll.

Any appeals against non-admission will be submitted to the Chair of the governing body, to be dealt with by the full governing body.

If the nursery is full, children can be added to a waiting list and will be offered a place at the next available opportunity.

The expectation is that children eligible for funded places will attend 5 sessions per week.

## **Rising 3's**

Children in receipt of 2 year old funding may also be in receipt of this funding from their 3<sup>rd</sup> birthday until the term after their third birthday (when they would be in receipt of universal 15 hours funding). These children are known as 'rising 3's'.

Where there is the opportunity, rising 3 children could move from the 2 year old provision into the 3-4 year old provision from the date of their 3<sup>rd</sup> birthday. However, this is based on available spaces, the needs of the child, and will only be done in consultation with parents/carers.

Please speak to staff in the office if you would like to know more about this opportunity.

## **Admission Procedure**

1. Places are offered once funding is confirmed. Confirmation of a place being given usually takes place by the half term holiday in the term preceding the term of starting.
2. Parents accept / defer the application/ decline the offer. (Refusal of the offer of a place at any time does not preclude subsequent application).
3. On acceptance of a place parents and child have the opportunity of a home visit from the key worker.
4. An induction session is held for new families.
5. The intake of new children may be staggered.

