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Signed:				Chair of governors	

## Castle Vale Nursery School and Children's Centre Admissions Policy

It is the aim of the Governing Body of Castle Vale Nursery School and Children's Centre to support the implementation of policies and procedures which support the vision of:

*Making a difference. All of our children, all of the time.*

We are a Silver RIGHTS RESPECTING SCHOOL This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

We follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the government's prevent strategy.

### Section 7 of the Childcare Act 2006

Section 7 of the Childcare Act 2006 sets out the requirements for local authorities to provide free early years provision for all three and four year olds. Regulations under the Act set out the number of hours and type of provision which must be secured, and the ages of the children who must receive it. The current regulations require local authorities to ensure free provision is available from the start of the term following a child's third birthday, for no fewer than 38 weeks in any year; and for 15 hours in respect of each of those 38 weeks.

### Our aims

To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.

To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.

To ensure that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.

To provide high quality child centred nursery education to children and families in our local community.

### Criteria for the allocation of the Free Early Years Entitlement

- Castle Vale Nursery School offers 15 hours Early Education to all 3 year olds the term following their 3<sup>rd</sup> birthday.

Where the nursery has more applications for free entitlement places than there are places available, the following criteria shall apply:

1. Children meeting the criteria below (Appendix 1)
2. Children (siblings) with an older brother or sister already at the school (or at a linked school on the same or nearby site) who will still be in attendance at the time the sibling enters the school (subject to age restrictions below). Siblings are considered to be those children who live at the same address and either:
  1. have one or both natural parents in common;
  2. are related by a parent's marriage;
  3. are adopted or fostered by a common parent.
3. Children who live nearest to the school (Appendix 2)

Within each of these categories, priority is given to those who live nearest to the school, by straight-line measurement to one fixed point in the school.

- We also offer 30 hour places to children whose parents meet the criteria for working parents and children in Foster Care – See **Full time places**
- We also offer 15 hours Early Education for 2 year olds the term after their 2<sup>nd</sup> birthday if they meet the criteria. See **2 year old entitlement**

### Age constraints

Admission to Castle Vale Nursery School is in the term following the child's third birthday, subject to availability of places although some children may start sooner (term after their 2<sup>nd</sup> birthday).

### Religious or denominational allegiance

Religious or denominational allegiance will not affect the priority given to a child's access to a nursery place.

### Full time places

#### Eligibility

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago. *Some criteria has changed due to COVID-19. All families check up to date information on [Childcarechoices.gov.uk](#)*

You're not eligible if:

- your child doesn't usually live with you
- either you or your partner has a [taxable income](#) over £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.



If you can't work

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

Castle Vale Nursery School Governing Body has agreed that some children will receive a full time place if they meet certain criteria. This is agreed by the Senior Leadership Team and shared with the Governing Body. See attached criteria.

## 2 year old entitlement

Your 2-year-old can get free early education and childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

If you're eligible the free early education and childcare:

- must be with an [approved childcare provider](#)
- starts from the term after your child's 2nd birthday



## Once you have a place:

We will write to you to see if you still want the place for your child and to get a bit more information.

Your child will then be invited to 2 play sessions at the Nursery School and you will be invited to an admissions meeting. *In the case on in year admissions the admissions meeting may be part of the Home Visit.*

You will have a Home Visit from your child's teacher where they will talk to you about the Nursery School, what to expect, find out all about your child/ren and take a photo of your child and the family. Your child's teacher will also arrange the date for their first day.



## Appendix 1

Priority is given in the following order:

- Looked After Children eligible for 2 year old funding or three/four year old funding
- Children with Special Educational Needs or Disability (SEND) eligible for 2 year old funding or three/four year old funding
- children with an open multi-agency plan eligible for 2 year old funding or three/four year old funding
- children eligible for three/four year old funding
  - Where a family are currently homeless.
  - Where there is a parent in the family with complex needs/additional needs/disability
  - Where there are three children in the family under the age of four years
  - Where there is a child who would be considered 'in need' due to current family circumstances supported by a referral
  - Where they live in the local community
- Children eligible for 2 year old funding
  - Where a family are currently homeless.
  - Where there is a parent in the family with complex needs/additional needs/disability
  - Where there are three children in the family under the age of four years
  - Where they live in the local community



## Appendix 2

### Home addresses

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either:

1. Owned by the child's parent(s), or the person with parental responsibility for the child;
2. Leased to or rented by the child's parent(s), or the person with parental responsibility.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a school is allocated on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place could be withdrawn.

### Children not resident in the area of Birmingham City Council

Children not resident in the area of Birmingham City Council may be admitted to Castle Vale Nursery School in line with the criteria above.



## Appendix 3

### Full-time places Criteria

Full time places will only be allocated if one or more of the criteria below are met and a full time place will benefit the child. Wherever possible, funding will be sought to pay for a child's additional hours.

- Children with a Child Protection Plan or are subject to a section 47 Child Protection Investigation, or a section 17 Child In Need plan.
- Children in Birmingham City Council Local Authority Care.
- Children subject to a special guardianship order or private fostering.
- Children identified as in need of early help through an Early Help Plan or Family Support.
- Children with diagnosed Disabilities who have an Education, Health and Care plan (or are in the process of) and/or are in receipt of Disability benefit. Or children who have been referred to or by a Child Development Centre/equivalent specialist education agency.
- Children from families where their physical accommodation places the child at risk of harm.
- Children whose parents/carers need support as a result of their physical disability, learning disability, mental health problem or illness.
- Parent/carer in prison.
- Children from families experiencing domestic violence or drug/alcohol abuse.
- Children who are in the first stages of language development.
- Children from families with no recourse to public funds.
- Children in exceptional circumstances around a safeguarding/vulnerable situation need not covered by the above.

It is expected that any child identified as potentially eligible for a full-time place will have a supporting referral from a professional engaged in their support and an Early help Plan detailing the need for a full-time place to support improving their outcomes. Where this is not already in place, it is expected that an Early Help Plan will be initiated in line with the Early Help strategy and Right Hlep, Right Time model.

An eligible child should be re-assessed for the ongoing provision of a full-time place for each academic year.

