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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 3rd birthday.
- children born in the period 1 January to 31 March - the start of term beginning on or following 1 April after the child's birthday

- children born in the period 1 April to 31 August - the start of term beginning on or following 1 September after the child's birthday
- children born in the period 1 September to 31 December - the start of term beginning on or following 1 January after the child's 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.
 4. 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 2nd birthday if they meet the criteria. See **2 year old entitlement**
- From September 2025, we will offer 30 hour places to children whose parents meet the criteria for working parents and children in Foster Care – See **2 year old 30 hours working entitlement**

Religious or denominational allegiance

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

30 hour places for 2, 3 and 4 year olds – Working Entitlement

Eligibility

You can usually get free childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

If you're not currently working you may still be eligible if your partner is working, and you are on carer's leave or if you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance



- Carer's Allowance
- Limited Capability for Work Benefit
- contribution-based Employment and Support Allowance

Your income

Over the next 3 months you and your partner (if you have one) must each expect to earn at least:

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

This is the [National Minimum Wage or Living Wage](#) for 16 hours a week on average.

You can use an average of how much you expect to earn over the current tax year if:

- you work throughout the year but do not get paid regularly
- you're self-employed and do not expect to earn enough in the next 3 months

If you're self-employed and started your business less than 12 months ago

You can earn less and still be eligible for free childcare for working parents.

If you have more than one job

You can use your total earnings to work out if you meet the threshold. This includes:

- earnings from any employment
- earnings from any self-employment

If you're both employed and self-employed, you can use just your self-employment income if this would make you eligible.

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 must obtain a 30 hour eligibility code before your child can take up the working parent entitlement. This must be before the deadline of 31st March, 31st August and 31st December.

If you cease to meet the eligibility criteria for the working parent entitlement upon reconfirmation, your child's place will continue to be funded for a limited grace period.

Children cannot start a new working parent entitlement place at a provider during the grace period. This includes:

- where a parent falls into their grace period before the child has started a place



- where a parent falls into their grace period whilst their child is in a place, and the parent seeks to move the child to a different provider

In some exceptional circumstances, that are outside of a parent's control, parents may need to move providers during the grace period. In such situations, the local authority should use their discretion to allow the child to continue their working parent entitlement place in a new setting. Circumstances may include:

- if the provider closes or receives an Ofsted inspection judgement of inadequate and the local authority withdraws funding - for state funded schools inspected after 2 September 2024 this means an Ofsted inspection judgement of requiring significant improvement or special measures
- the parent(s) moves home as a result of domestic abuse or other emergency situation

A parent can take up a working parent entitlement place in their grace period if their eligibility code is valid on the termly deadline (31 August, 31 December or 31 March), even if they fall out of eligibility in the period after the termly deadline but before a provider's term start date.

You must reconfirm your eligibility every 3 months. Failure to do this within the deadlines above means that we reserve the right to charge you for any additional hours or your child's place is withdrawn.

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 in Appendix 1.

2 year old entitlement

- children born in the period 1 January to 31 March: the start of term beginning on or following 1 April after the child's second birthday
- children born in the period 1 April to 31 August: the start of term beginning on or following 1 September after the child's second birthday
- children born in the period 1 September to 31 December: the start of term beginning on or following 1 January after the child's second birthday

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, 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)

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.

We will arrange a home visit with two members of our team so that we can really get to know your child and your family. 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 will then be invited to 2 play sessions at the Nursery School and you will be invited to an admissions meeting on the day of the first play session. *In the case of in year admissions the admissions meeting may be part of the Home Visit.*

After getting to know your child/ren through the home visits and play sessions, on the day of the second play session, we will let you know who your child's key worker is and they will come out and meet you.



Appendix 1

Priority is given in the following order:

- Children in Care 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 or living in temporary accommodation.
 - 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
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 - 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

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.

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 by us in line with the Early Help strategy and Right Help, Right Time model. Engagement in an Early Help Assessment and subsequently a 'My Family Plan' and 6 weekly meetings is required for the ongoing provision of a full time place.

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

