

**Town Lane Infant School 2020  
Admissions Policy for 2/3-Year-Old Provision and  
Foundation One (3/4 year olds)**

The attached policy highlights Town Lane Infant School's offer. It is important that you inform us about your eligibility for a place and what your requirements are, as this will help us to plan our provision for September.

Please contact the school office for an application form.

Yours sincerely

Mrs Large  
Headteacher

# Admissions Policy for Nursery Children

## Town Lane Infant School

### When will my child start at Nursery?

Town Lane Infant School has a one intake policy for all nursery admissions, depending on demand for places in September

### 2-Year-Old Provision (2-3 year olds)

We have 2-year-old provision offering free funded places of 15 hours for eligible 2 year olds. In addition to this we are also able to offer 'paid for' places.

**Some 2 year olds who live in Wirral may be eligible to receive 15 hours per week FREE (570 hours per year) childcare from the term after their second birthday.**

Research shows that alongside parenting, high quality part time Early Years Education helps give children of this age a great start and a solid foundation for the future. The funding can be used in Town Lane Infant School.

Two-year-old children may be eligible for a part-time free childcare place if the household: —

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- tax credits and you have an income of £16,190 or less a year, 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

## Places

We have two options available for parents.

- Morning sessions 15 hours
- Afternoon sessions 15 hours

## How do Parents apply?

Two months before the child's second birthday, either the parent/carer or a professional working with the family can submit an online application by going to

<https://www.wirral.gov.uk/early-years-and-childcare/free-childcare-twoyear-olds>

You will need to know your National Insurance number in order to apply.

## Free Nursery entitlement for three and four year olds

### Information about the entitlement

Currently all families with a 3 & 4-year-old child are eligible for the universal offer of free early education of up to 15 hours a week term-time or a total of 570 hours taken throughout the year.

Some children will be eligible for an extended entitlement, which is up to 30 hours a week term-time or a total of 1140 hours taken throughout the year. However, eligibility criteria will apply.

### Eligibility Criteria

- ❖ Both parents are working (or sole parent in a lone parent family) & each parent/carer earns on average:
- ❖ A weekly **minimum** equivalent to 16 hours at national minimum wage (for under 25 year olds) or national living wage (if over 25)  
For the purpose of this scheme, 'in work' is defined as being in employment (including self-employed) and earning more than the equivalent of the minimum wage for working 16 hours a week.
- ❖ Earn less than £100,000 per year, or
- ❖ Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave or statutory sick pay, or
- ❖ One parent is employed & the other parent has substantial caring responsibilities based on specific benefits received for caring, or
- ❖ One parent is employed & one parent is disabled or incapacitated based on receipt of specific benefits.

In order for school to plan provision, parents are asked to self-declare to us, using the above eligibility criteria.

## How do parents apply?

• Parents will be sent a letter from the Department of Education and will be asked to apply online; if they are eligible they will receive a DERN (Department of Education Reference Number) code.

- Parents must also log on to the following website: [www.gov.uk](http://www.gov.uk) when this becomes available.

- The DERN code is then given to their chosen provider; the provider will then check the DERN code with the Local Authority and find out the expiry date.

### **How long will the DERN code last?**

Each code last for three months, parents will need to reapply every 3 months.

### **What happens if parents fall out of eligibility?**

There will be a grace period 6 weeks. After that you will be expected to pay for any hours needed above the initial 15 hours or the child will only be able to attend their initial 15 hours.

In this school, we offer the following pattern of provision for 15 hours:

### **Extended entitlement – 30 Hours**

- 5 day full day
- A hot dinner will be provided at a charge to be paid by parents or a packed lunch will need to be provided by parents.

### **Universal entitlement for all children- 15 hours**

- 2  $\frac{1}{2}$  days; all day Monday, Tuesday and Wednesday morning
- 2  $\frac{1}{2}$  days; Wednesday afternoon, all day Thursday and Friday
- Should parents wish to use the school's breakfast and after school club then they can do so at an additional cost.

### **Admission criteria**

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term in September after they are three.

However, we may need to delay your child's start beyond the relevant term in circumstances where the school has induction procedures to follow to enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Headteacher. Your child may not receive their full free entitlement in these circumstances.

### **Oversubscription Criteria**

If there are not enough places available for all applicants, we will apply the criteria which are ranked in priority order below.

- The children who will become four years of age during the academic year and would only have the opportunity to benefit from three terms of nursery education.

The allocation of places within this group of children will then be based on priorities listed below.

If there are not enough applicants within this older group of children above to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year.

Priority will then be given to these children who will become three during the autumn term, followed by the spring term and then the summer term.

Within each term the allocation of places is based on priorities listed below.

Places can only be offered to these younger children if we can confirm that a place is not needed for a child who will become four years of age during the academic year.

We will give priority in the following order:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who have exceptional medical or social grounds. (See point a below).
3. Children who live in the school's catchment area.
4. Children outside catchment area will be measured by distance, as the crow flies from their main home residence to the school.

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds, you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of governors and the Headteacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

### **Tie Breaker**

If within any of the above priorities, there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

### **Allocation of places**

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated

(Select one option from those below)

- ☐ In order of age, starting first with the oldest child until all places in that pattern of attendance are filled.

### Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children Act for the child.

### Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, subject to availability, a place will be available, from the start of the week following their confirmation of eligibility. If no place is available, the child will be placed on the waiting list.

If a child loses their eligibility at any point after the allocation of places, parents/carers and Headteacher will agree the pattern of attendance for the universal entitlement.

**It is the parents' responsibility to check every three months on the government website [www.gov.uk](http://www.gov.uk) that they are still eligible and inform school.**

### Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Early Years Foundation Stage Coordinator from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

### Closing Date for all applications

To apply for a place in our nursery class (2 year olds and 3 / 4 year olds) for September 2020 or subsequent terms in the academic year, you must complete and return your application form to the Head Teacher by Friday 26<sup>th</sup> February 2021.

**You will be informed if your child has a place for the 2021/22 academic year, in writing, by Friday 30<sup>h</sup> April 2021.**

**Any remaining applications after the above the deadline will be considered and places will be allocated on availability.**

### Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedure.

### Admission into Reception

Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criterion that applies for admission to infant and primary school entry. You must apply again for admission to an infant or primary school.

**Review**

This policy will be reviewed annually by the *Governing Body*