



Admissions Policy

The Governing Body of Holmewood, Maytree and Triangle Nursery Schools' Federation adopted this policy on:

Date: 5th July 2017 **Signed by Chair of Governors:** Bruce MacInnes

Policy review period 7 years:

Reviewed: Sum 2017

Next review: Spr 2024

Please note: check our website regularly to ensure you have the latest version of this policy as it is often reviewed mid-cycle.

Documents consulted:

- Early Years Foundation Stage 2017
- Governance Handbook 2017
- 2 yr old project guidance from Lambeth
- 30 hours free childcare: eligibility March 2017

Aim of this policy

To ensure the admission criteria for the variety of activities and provision at the school and centre are clear and that there is flexibility within the system to accommodate children and families in exceptional circumstances.

1. Nursery school places; 2 - 5 year olds integrated education and care

The school is registered with Ofsted to provide places for children aged 2-5.

In most cases children attend 5 days a week and have either a full time place or a part-time place. There is some flexibility around how the children access the 15 hours part time places.

The core provision for funded (free) places is on offer for 38 weeks a year.

Breakfast, after-school club and holiday provision are offered. Parent/carers pay for this extra provision. Information regarding this is available on the website or at request from the school.

1.1. Number of places (These figures vary depending on places taken up.)

Name of provision	Location	Number of full time equivalent children	Age of children
Holmewood	Based at Holmewood site	95 (part time and full time children)	rising 3's, 3 and 4 year olds
Tree House		12 (mostly 12 morning and 12 afternoon children)	2 year olds only
Maytree	Based at Maytree site	60 (part time and full time children)	2½, 3 and 4 year olds
Thresholds		8 (16 children, mornings only)	2 year olds only
Triangle	Triangle site	60	2½, 3 and 4 year olds

1.2. Allocation of places

Places can be offered either when funding is provided by the government or if parent/carers pay (see information below). Places are allocated as they become available. Most places are filled in the Autumn term. Children are legally required to attend primary school from the term following their 5th birthday. Parent/carers can therefore request that their child stays in nursery. If we are oversubscribed places will be allocated as outlined in this policy.

If places become available during the year they are filled following the criteria listed below from children on our waiting list.

1.3. 2 year old places

Government funded by the 2 year old Early Learning Offer

Some children are eligible for a funded place for 15hrs if they meet the eligibility criteria from the term following their 2nd birthday to the term following their 3rd birthday. In the main nursery schools we offer these places to older 2 year olds (from approximately 30 months).

Paid places

Where children do not meet the criteria parent/carers can pay for a place.

Eligibility criteria

Eligibility for a 2 year old funded place is verified by the Local Authority (Lambeth). The application form is available on-line at the following web address: <https://www.myearlylearning.co.uk>. Once completed, parents will be emailed a reference number from Lambeth. The school admin staff will need this number to process the application for a place and to check eligibility.

Provision for younger 2 year olds

There is provision for younger 2 year olds linked to Holmewood and Maytree Nursery Schools. This provision is in a separate space at both sites. This is targeted for the younger children as they would otherwise only attend the nursery school for 3 terms. This way they can access provision at an earlier age.

This provision is term time only (38 weeks per year). Although holiday provision is available at an additional charge.

1.4. 3-5 year old places

15 hours funded by the Nursery Education Fund (NEF) Provision

All children are eligible for 15 hrs NEF from the term following their third birthday if there are places available. There are 3 terms.

Autumn Term - September to December

Spring Term - January to March

Summer Term - April to July

Nearly all of our places become available in September and are allocated in the previous summer term.

1.5. Criteria for offering a place

The following criteria determine which children are offered a place; they are listed in order of priority:

- Children in special circumstances (see paragraph 2.8 below)
- Children whose older brothers or sisters attend or have attended the nursery school (at Maytree this is not applicable once the older siblings have left primary school).
- Where we are offering places to 2 year olds, priority will be given to the oldest children.

- Children who live closest to the school based on the shortest walking route from school to the entrance using public roads and footpaths.
- Children whose childminder already brings another child to the setting.
- Children who live in the borough of Lambeth
- Any other children

As far as possible places are allocated to ensure that each of the key people has a balance of ages, gender and ethnicity and that individual children's needs can be met.

Children in special circumstances

Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, outreach worker on the basis of a child's special educational needs or social needs. Examples of special educational needs might include: emotional and behavioural problems; hearing difficulties; lack of personal interaction and stimulation; disabilities; speech and language problems; and, visual difficulties. Examples of social needs might include: children who were multiple births (twins, triplets); child with parents/carers under 20 years of age; a child in sole care of grandparent(s); a child who has two or more siblings under four years of age; a child with a sibling with disabilities; a child on the child protection register; families living in hostels or poor temporary accommodation; or, a child of parent/carers with disabilities.

Full-time places

We will accept applications for funded full-time, 30 hour places from families who meet the specific national criteria linked to parents/ carers income.

It is advisable to have your eligibility reference number (DERN) prior to your admission meeting.

Check your eligibility here: <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Following the allocation of full time places to children who are currently in the school, all new parents will be given a deadline to bring in relevant paperwork and eligibility reference number before other full-time places are offered. We will endeavour to offer all eligible families a full time place. However, we cannot guarantee that we will be able to do this in all cases.

What happens if a parent loses eligibility?

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

1.6. Paid meals and Free School Meals (FSM)

When children stay for lunch, children do not bring a packed lunch as they receive a hot meal and special diets are accommodated. The lunch is paid for by the parent/carer unless they are entitled to a free lunch.

Children who have a 2 year old place are not entitled to FSM until the term following their 3rd birthday. Parents have the choice of paying for their lunch or to collect at the end of the morning session and return for the afternoon.

The criteria for FSM depend on whether families are in receipt of one of the following benefits:

- Income Support (IS) and Child Benefit
- Income-based Job-seekers Allowance (IBJSA) and Child Benefit
- Income related Employment and Support Allowance (ESA) and Child Benefit
- Child Tax Credit (but not receiving Working Tax Credit) and have a family income below £16,190, as assessed by the Inland Revenue
- Support under part V1 of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit and Child Benefit.

1.7. Applying for a place

Applications can be made as soon as the child is 1½ years old by completing an application form. This is available online, from the nursery school, or any of our children's centres. Families will then be contacted to arrange an appointment to visit the nursery school. If a child is cared for by a childminder the application form is completed with the parent/carer.

Statement from Lambeth letter 2 Sept 2010 "Parents have no right of appeal if they are not allocated a place."

Attendance at children's centre activities does not override the criteria for places.

All offers of places are provisional until proof of address and verification of date of birth (taken from the child's birth certificate or passport) have been seen by the school's administration officer and ELO or DERN numbers are verified.

2. Partnership provision with local Childminders

Childminders offer childcare in their homes for children from 3 months – 5 years.

We can support families in finding a childminder in the local area and introduce them to childminders who are known to the school or by contacting the Family Information Service (Tel: 020 7926 9558) or visit the Lambeth website: www.lambeth.gov.uk or email fis@lambeth.gov.uk for more information about childminders.