

# ADMISSIONS POLICY



**Policy written:** June 2021

**Policy Update:** September 2022

**Signed (Chair of Governors)**

# Admissions Policy

## Aim

The aim of this admission policy is to ensure that our service is accessible to all children and families in the area, in line with our single equality policy. All parents/ carers will be welcomed and shown around the school in line with our open door policy. There will be opportunities to ask questions and to share information about the school and its ethos, values and vision.

## Low Hill Nursery School provides:

- Terrific for 2's
- universal Nursery education for 3 & 4 year old children
- 30 HOURS Extended provision
- Inclusion Provision for complex SEND, 12 dedicated places – service commissioned by LA and admission arrangements are allocated through the Special Needs Early Years' Service
- Paid provision

Parents and carers are able to complete admission forms at any time after their child is born and their details will be kept securely.

## Terrific for Two's (2's – 3's)

In order to access a place in our terrific for two provision, families are required to meet certain criteria. Families are entitled to terrific two provision if they are receipt of certain benefits including:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Tax Credits with an annual household income of under £16,190 before tax
- The Guaranteed Element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act 1999
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credits (from April 1st 2018), if entitled to Universal Credits you must have an annual net earned income equivalent to and not exceeding £15,400 assessed on up to three most recent Universal Credits assessment periods

Families may also qualify for terrific for twos funding if the any of the following criteria is met:

- If your child has a statement of Special Education Needs
- If your child has an Education, Health and Care Plan (EHCP)
- If your child is in receipt of Disability Living Allowance
- If the child is looked after by the local authority

- If the child is no longer looked after by the local authority as a result of an adoption order, a special guardianship order or child arrangement order

Terrific for Twos funding starts the term after a child's 2nd birthday:

<b>If your child's birthday is between:</b>	<b>Funding starts from:</b>
1 st January and 31st March	April
1 st April & 31st August	September
1 st September & 31st December	January

### **How to claim Terrific for Twos**

Parents can claim for 15 hours free childcare by applying online at [www.wolverhampton.gov.uk/terrificfortwos](http://www.wolverhampton.gov.uk/terrificfortwos).

The City of Wolverhampton Council will then provide confirmation to the parent of eligibility. Parents can then bring this evidence (voucher number) to school. The school will inform the parent when a place becomes available. Places at within the terrific for two's are offered term time only.

If there are more children eligible for a place than there are places available applications will be considered in accordance with the following criteria:-

- Children who are in the care of the Local Authority
- Children placed on the Child Protection register
- Children identified as a 'Child in Need'
- Children with special educational needs or disabilities
- A child with a sibling already attending the setting.

### **Nursery Education (3-4's) – universal entitlement**

All 3 and 4 year olds are entitled to receive free part time nursery education during school term time. Children are normally admitted to the nursery school in the term following their third birthday in date of birth order. Length of time on the waiting list does not govern admission. If there are more children than there are places available, applications will be considered in accordance with the following criteria:-

- Children who are in the care of the Local Authority
- Children placed on the Child Protection register
- Children identified as a 'Child in Need'
- Children with special educational needs or disabilities
- A child with a sibling already attending the setting

### **30 Hours Extended provision**

30 Hour provision is for children who are 3 and 4 years old of working parents. The 30-hour provision is made up of 15 hours universal entitlement and 15 hours per week extended hours. In order to access a place in our 30-hour provision families must meet certain criteria. You can find out if you are eligible at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) you will need to apply for a 30 hours code. A 30 hours place will only be allocated once the code has been given to the school. 30-hour codes must be renewed periodically, if the code is not renewed you will enter a grace period. Once the grace period has ended, you will no longer be entitled to access 30-hour provision for your child. The maximum amount of 30-hour places is 20 children.

### **Inclusive Provision**

Inclusion Provision for complex SEND, 12 dedicated places – service commissioned by LA and admission arrangements are allocated through the Special Needs Early Years' Service. The inclusive provision is made up of 12 part time places. These places may be allocated to a Reception age child therefore one children will take two part times places and make one full time equivalent.

### **Paid provision**

When families are not eligible for terrific for twos provision or 30 hours provision but require extended provision and are willing to pay. We will take into consideration if we are able to accommodate the needs of the family and what is best for the child. However, we will ensure that the majority of places are always allocated to funded children. This will remain at the decision and be at the discretion of the head teacher

### **Starting at Low Hill Nursery School/Transitions**

You will be contacted by letter the term before your child is due to start at Low Hill Nursery School. If you no longer require a place please inform us as soon as possible and we will remove your details from our waiting list.

Transition is an important process and you will be invited to a series of events that will help you and your child settle into Low Hill Nursery School.

Your child will be allocated a keyworker and family group. This person may change if they move through our school. However, we know how important attachments are so any key worker changes will be minimal.

We will treat you and your child as individuals and ensure that you have a personalised settling in process that works for your family. Staff will support and guide the process to ensure that children start as quickly as possible but at the pace that is right for them.