

Admissions Policy

Admission to Nursery Twos Room (2 year-olds)

Admission for a funded 2 year-old place at Grosvenor Nursery School and Day Care is dependent upon certain criteria being met. Currently, the criteria for 2 year-olds in England to get up to 15 hours funded early education and childcare is as follows:

- All 2 year-olds who are looked after by the Local Authority
- All 2 year-olds whose parents are in receipt of one of the following:
 - Income Support
 - Income-based Jobseeker's Allowance (JSA)
 - Income-related Employment and Support Allowance (ESA)
 - Support through part 6 of the Immigration and Asylum Act
 - Guaranteed element of the State Pension Credit
 - Child Tax Credit/Working Tax Credit and have an annual income of less than £16,190 before tax
 - Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
 - Universal Credit – with a combined income from work of £15,400 or less a year, after tax
- All 2 year-olds who:
 - Have an Education Health and Care Plan (EHC)
 - Receive Disability Living Allowance
 - Have left care under a special guardianship, child arrangements order, or adoption order

Subject to availability, 2 year-olds will be eligible for a funded nursery place the term after their 2nd birthday.

Working Parents

- All 2 year-olds whose parent/s meet the following criteria may qualify for up to 30 hours** :
 - Both parents are working, (or the sole parent in a lone parent family), each earning at least the equivalent of 16 hours a week at National Minimum Wage or Living Wage, (including those receiving Tax Credits or Universal Credits) and less than £100,000 per annum
 - One/both parent(s) is currently on maternity, paternity, shared parental or adoption leave
 - One/both parent(s) is on statutory sick leave

Or

- One parent is employed and the other parent has either substantial caring responsibilities and/or disability

**Although they may qualify for up to 30 hours, only 15 hours can be taken in the Nursery Twos room.

Subject to availability, working parents with eligible 2-year-olds can secure a funded nursery place for their child starting on their second birthday, providing parents have received an eligibility code during the term prior to their child's start date.

Parents will be asked to complete an admissions form and the child will then be put onto our waiting list, or, if a place is available, they will be offered a place, provided that they are eligible.

To establish whether their child qualifies for a place, parents/guardians must complete an eligibility check. This may be carried out just before the child's 2nd birthday. Parents/guardians who think that their child may be eligible must bring their child's Red Book and birth certificate, along with their own National Insurance Number and date of birth into school, where we will check their eligibility. Once eligibility is confirmed, parents/guardians will receive a letter detailing their child's unique reference number and the date from which they can start claiming their free nursery place.

If the parent/guardian has a TC602 (Tax Credits awards notice) or NASS (National Asylum Support Service) Number, it must be taken to the local Family Hub for an eligibility check. Alternatively, if they already have a letter of eligibility, then that must be brought into school within 6 weeks of the date of the letter.

Working parents must provide an eligibility code to the nursery. We will then validate this code to confirm the child's eligibility start date.

We are not permitted to admit a child without confirmation that they qualify for 2 year-old funding.

Eligible 2 year-olds will be offered a place at Grosvenor Nursery School and Day Care if:

- There is a place available
- They have a sibling who currently attends Grosvenor Nursery School.

Admission to the school will be at the discretion of the Headteacher.

Our funded 2-year-old provision operates term time only. Places are part time, half days only, Monday to Friday.

PLEASE NOTE:

- **Completing an application form is not a guarantee of a place.** Therefore, we recommend that parents/guardians also look at other nurseries when considering a setting for their child.

Admission to Nursery School (3-4 year-olds)

Every 3 year-old child is entitled to 15 hours of education that is funded by the Government from the term after their third birthday.

Parents/guardians may apply for a Nursery School place at any time for 3-4 year-olds by completing an admissions form (available from the school office and on the school website) and returning it to school.

On receipt of the application form, the child's name will be placed on the waiting list and parents/guardians will be notified when a place becomes available.

Places are usually offered for the term after the child's third birthday, but this may be sooner if there is a place.

Places will be allocated as they become available, primarily on the age of the children.

Priority will be given to children who attend Grosvenor Day Care Centre and Nursery Twos.

When there are more applicants than places available, the following criteria will be used:

1. Children in the care of the Local Authority (Looked After Children), previously looked after, or those at risk of becoming looked after and those adopted from overseas.
2. Children who are considered 'vulnerable'. This will include:
 - those for whom there is a Child Protection Plan, or has been within a twelve month period;
 - those with identified special educational needs (SEND) and those with exceptional/strong SEND reasons for being admitted, which should be supported by evidence from a professional;
 - those where there are exceptional/strong with medical, social or welfare reasons (associated with the child and/or the family) for being admitted, which should be supported by evidence from an external agency;
 - Summer born children, born between April 1st and August 31st.
3. The locality of a child's home will be considered, with preference being given to children living within the local community.

On being offered a place, parents/guardians must bring in their child's birth certificate or Red Book, proving their identity and date of birth.

PLEASE NOTE:

- **Completing an application form is not a guarantee of a place.**
- **The offer of a place is not dependent on the length of time a child's name has been on the waiting list, or whether they have/have had siblings at Grosvenor Nursery School.** Therefore, we recommend that parents/guardians also look at other nurseries when considering a setting for their child.
- **Admission to the school will be at the discretion of the Headteacher.**

Our Nursery School provision for 3-4 year-olds operates term time only. Places are part time, half days only, Monday to Friday.

30 Hour Entitlement in the Nursery School

A limited number of Government funded places of up to 30 hours are available for 3-4 year-olds whose parent/s meet the following criteria:

- Both parents are working, (or the sole parent in a lone parent family), each earning at least the equivalent of 16 hours a week at National Minimum Wage or Living Wage, (including those receiving Tax Credits or Universal Credits) and less than £100,000 per annum
- One/both parent(s) is currently on maternity, paternity, shared parental or adoption leave
- One/both parent(s) is on statutory sick leave

or

- One parent is employed and the other parent has either substantial caring responsibilities and/or disability

Priority for these places will be given to those children who already attend the setting and attend 30 hours or more.

30 hours are delivered over 5 days either 8.45am – 2.45pm OR 9.45am – 3.45pm with a daily charge for a hot nutritious lunch. Unfortunately, there is not an option to provide packed lunches. There is also an option to pay for additional hours should they be available.

To establish whether their child qualifies for a place, parents/guardians must complete an eligibility check online through an HMRC portal, accessible through the following website:

www.beststartinlife.gov.uk Parents/guardians must then bring their eligibility code into school, along with their national insurance number and date of birth so that it can be checked by the Day Care Manager. The Day Care Manager will then discuss the individual requirements and the availability of hours. Parents/guardians will need to reconfirm their eligibility every 3 months. This is to check that there have been no changes to circumstances and that they are still entitled to the 30 hours place. Parents/guardians will be prompted by HMRC, via text message and/or email, 4 weeks before their reconfirmation deadline.

Charges may apply for meals, other consumables, additional hours or additional services – these will be made clear to the parent/guardian when their child's place is reserved. Please see the Day Care Centre's charging policy for further information.

If for any reason parents/guardians circumstances change and they become ineligible for 30 hours, there is a grace period which enables them to retain their childcare place for a short period of time (usually until the end of the school term). After this grace period, if eligibility is not reinstated, parents/guardians will be charged for any hours that they attend above their free 15 hour entitlement.

PLEASE NOTE: eligibility for 30 hours does not guarantee that every parent's request can be granted; 30-hour places are limited and are allocated on a first-come-first-served basis.

Admission to Day Care (under 3's)

Grosvenor Day Care provides childcare and education for babies from 6 weeks of age up until they go to primary school. The Day Care Centre is open for 51 weeks of the year and is open from 8am until 6pm.

Parents/guardians requiring a place for their child in the Day Care Centre must discuss their requirements with the Day Care Manager, who will endeavour to accommodate the hours/days needed, wherever possible, depending upon what is available. Parents/guardians must complete an admissions form and pay a week's fees upfront to secure the place. If a week's fees are less than £100, a minimum deposit of £100 will be required to secure the place. The deposit paid will be returned when the child leaves. The deposit is non-refundable if parents/guardians choose not to take the place and is non-refundable should costs be incurred pursuing outstanding nursery fees.

In order to help children to feel settled and secure, we offer a minimum of 2 sessions per week – this can comprise of 1 full day or 2 half days, mornings or afternoons. We believe that a child who attends less than this will not benefit from the full experience of nursery and it may take them a long time to settle. This in turn makes it difficult for the key person to form a bond and get to know the child properly.

Parents of Nursery School children (3-4 year-olds) may also pay for additional hours between 8am and 6pm as well as holiday care. These sessions are subject to availability. Please see the Day Care Centre's charging policy for further details.

If additional sessions are required by the parent/guardian after a child has started in Day Care, we will try and accommodate the request. However, places do get booked up, especially lunchtimes, so it may not always be possible.

One month's **written** notice must be given of intention to leave. One month's notice will also be required to reduce hours.

30 Hour Entitlement in the Day Care (under 3's) for Working Parents of children aged 9 months to 4 years.

Please note that our Day Care (baby and toddler rooms) operate on an all-year-round basis; we are unable to offer term-time-only places in these rooms. Nor do we offer a 'stretched' funding approach. Once parents apply for the code, the setting will validate it to determine the funding start date. For parents who are ineligible or have exceeded the grace period, full childcare fees will apply.

For families receiving up to 30 hours of funded childcare, this means:

- Parents will be charged a fee for snacks and meals taken during the funded sessions for 39 weeks of the year.
- Full session charges will apply for any hours that exceed the 30-hour funding limit.
- During the holidays the full cost of childcare will be applied for 12 weeks of the year.

Up to 30 funded hours can be taken across full days (10 hours) or half days (5 hours). Upon registration and validation of a working parent code, a term time holiday list will be provided.

Admission to the High Needs Base

Admission to the High Needs Base at Grosvenor Nursery School and Day Care Centre is via a SEND (Special Educational Needs and Disabilities) Panel which meets 3 times a year. Professionals working with children aged 2-4 years may refer a child based upon their additional needs; detailed reports from those working with the child will be required (these may include details about the child's medical, educational and/or developmental needs). The Panel members will check the information received about the child against a set of qualifying criteria. The Headteacher and the school SENCO are members of the Panel which allocates places to children with SEND. Parents/guardians will be notified by letter of the Panel's decision.

Our High Needs Base operates term time only. Places are part time, half days only, Monday to Friday.

3-4 year-olds admitted to the High Needs Base may access up to 30 hours funded entitlement if their parent/s meet the criteria.

This policy will be reviewed annually.

In the event of a disagreement or complaint, the Governing Board will act to ensure that admission to the school is fair and gives due consideration to all internal and external documents which underlie the Governance of the school. These will include the Local Authority policies on Equal Opportunities and Special Educational Needs (SEND).

Grosvenor Nursery School and Day Care October 2025

To be reviewed in October 2026