

Admissions Policy

Admission to Nursery Twos (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 a current Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan
 - 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.

We will ask parents 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 Children's Centre 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.

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. There is an exception to this rule; if there are places available in the Day Care Centre, the 15 hours may be taken over 2-3 days, term time only.

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

Every 3 year-old child is entitled to 15 hours of education which is funded by the Government.

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 if and when a place becomes available.

PLEASE NOTE: Completing an application form is not a guarantee of a place. Places are offered to 3-4 year-olds on age basis i.e., eldest first and NOT 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.

Children are eligible to be considered for a nursery place on reaching their third birthday if a place is available. Places are usually offered for the term after the child's 3rd birthday, but this may be sooner if a place is available. The following criteria are used:

- Priority will be given to children who attend Grosvenor Day Care Centre or Nursery Twos
- The oldest child seeking admission will be offered a place first – this is in line with the Local Authority criteria
- Children's individual needs will be considered - for example, where there are either educational inclusion or family inclusion issues which are known to the school, or which are evident in a referral from another agency
- Priority will be given to children in the care of the Local Authority
- 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.

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

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.

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.childcarechoices.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.

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 at the first meeting of Governors each calendar year (March).

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 March 2023

To be reviewed in March 2024