Tidbury Green School
Dickens Heath Road
Tidbury Green
Solihull
B90 1QW

Policy Name

Nursery and Pre-School Admissions

Date of Review

Summer Term 2025

Next Review Date

Summer Term 2027

Agreed by Governors

June 2025

Date

June 2025

Policy:	Nursery Admissions
People Authorised to make changes to this policy:	• Mrs R Fitter • Mrs K Lynch • Mrs E Smith
Committee responsible for approving policy:	Full Governing Body

After policy review:	
Changes made:	Change to title; Additional information about 15 and 30 criteria.
Expected impact of updated policy:	Nursery Admissions
Updated policy sent to governors:	Summer Term 2025
Updated policy sent to staff:	Summer Term 2025
Updated policy put on website:	Summer Term 2025

Questions for the reviewer of this policy:
Does this policy comply with statutory requirements and is relevant legislation and guidance referenced in the policy?
Does the policy reflect current evidence-based good practice?
Is the policy consistent with the vision and ethos of the school?
Does the policy reflect current practice in the school?

Preschool Admissions

We will admit 2 and 3-year-old children in our Preschool, Little Wrens provision at any stage during the year in agreement with the Head Teacher.

2-Year-Old Children

2-year-old can access provision Monday to Friday 8.55am to 3.25 pm and before and after school provision in Flamingos. Funded places of 15 hours will be offered to children who meet the criteria if a family receive at least one of the following benefits:

- 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
- the guaranteed element of State Pension Credit
- Child Tax Credit or Working Tax Credit with a gross annual income of no more than £16,190
- Working Tax Credit 4-week run on
- Universal Credit with net earnings below £15,400

Families **are not** eligible if they claim Working Tax Credits and Child Tax Credits at the same time.

3-Year-Old Children

3-year-old can access provision Monday to Friday 8.55am to 3.25 pm and before and after school provision in Flamingos. 3-year-old's will be offered 15 hours or 30 hours funded places the term after a child is 3. All children will be offered 15 hours funding unless they qualify for 30 hours' entitlement, meeting one or more of the following criteria below:

- all parents (whether two-parent family or lone parent) are working and earning a minimum of the equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal Credit) and one parent's income does not exceed £100,000
- one or both parents are on paid leave (parental, maternal etc.)
- one or both parents are on statutory sick pay
- parents on zero hours contracts and those who are registered as self-employed
- one parent is employed and the other parent has either:
    - substantial caring responsibilities and or a disability
    - is a foster carer with their own 3 and 4-year-old children

Nursery Admissions

We admit children in our Nursery provision at the beginning of the academic year in September, when a child is 3-years-old. If we have vacancies, we will agree a start date where applicable.

Nursery children can access provision Monday to Friday 8.55am to 3.25 pm and before and after school provision in Flamingos. Nursery Children will be offered 15 hours or 30 hours funded places in the September. All children will be offered 15 hours funding unless they qualify for 30 hours' entitlement, meeting one or more of the following criteria below:

- all parents (whether two-parent family or lone parent) are working and earning a minimum of the equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal Credit) and one parent's income does not exceed £100,000
- one or both parents are on paid leave (parental, maternal etc.)
- one or both parents are on statutory sick pay
- parents on zero hours contracts and those who are registered as self-employed
- one parent is employed and the other parent has either:
    - substantial caring responsibilities and or a disability
    - is a foster carer with their own 3 and 4-year-old children
    -

Admission Arrangements for pupils with an EHCP

When children have an Education, Health and Care Plan (EHCP) provided by the Local Authority (LA), including for children in pre-school and nursery, parents have the right to request a particular school and the LA must comply with that preference and name of the school or college in the EHCP unless:

- It would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- The attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.

Before making the decision to name a school and provide a nursery or pre-school place for a child's EHCP, the LA must consult with the school. During this process, the school will be asked if they can meet the provision outlined in that plan considering the above statements. The LA will then review the school's comments very carefully, before a final decision on placement is made. In addition, the LA must also seek the agreement of school where the draft EHCP sets out any provision to be delivered on their premises that have been secured through a direct payment (personal budget).

Parents of a child with an EHCP also have the right to seek a place at a special school if they consider that their child's needs can be better met in specialist provision.

Eligibility Codes

Families applying for additional extended entitlement need to make their application in time in order to get their eligibility code before the following dates. If they apply after these dates they will have to wait until the following term to take up the additional funded hours;

- 31 August - funding starting in the Autumn term (from September)
- 31 December - funding starting in the Spring term (from January)
- 31 March - funding starting in the Summer term (from April)

It can take up to 15 days from date of application for HMRC to issue a code. If families already have a 30-hour code they must re-confirm their details when prompted by HMRC in order to continue to receive funding. If a temporary code by HMRC is given, they are only valid for 1 term so families must ensure they have a new code from HMRC for the following term.

Oversubscription

We try our best to meet parents' request, however sometimes there may be more applications for a particular intake than there are places. If this happens we will use the oversubscription criteria to decide who is offered a place.

Oversubscription criteria

Priority 1	Looked after children or children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
Priority 2	Children who attend our Pre-school 'Little Wrens' provision
Priority 3	Children who will have an older brother or sister attending the school at the same time. (See notes for definition of a sibling)
Priority 4	Children living in the catchment area of the school (catchment areas can be seen on the council's online maps link).
Priority 5	Children living outside the catchment area based on their distance from home to school measured using the council's online maps.

How to apply

Complete the online application form or contact the school office for a form, which parents should fill in and return to us. All applications must be made by November 20th

Outcome

Parents will be notified of the outcome of their application by email before the 12th December

Accepting a place

Parents will have to accept the place within 2 weeks of the offer, unless stated in the letter. Places that have not been accepted will be offered to the next child on the list.

Additional Information

1. Attendance at the Nursery will not guarantee admission to Reception Class or give any advantage to your child's application for Reception. Parents must apply for a Reception place through their home local authority.

2. Children with an education, health and care plan that names the Nursery will be offered a place. This may reduce the number of places available to other applicants.

3. Definition of a sibling:
   A brother or sister must live at the same address and could be:
   - A brother or sister sharing the same parents;
   - a half-brother or half-sister, where two children share one parent;

- a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
- the separate children of couples who live together; or
- an adopted or fostered brother or sister.

4. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses we will use the address of the parent who is in receipt of Child Benefit.

5. If we cannot distinguish between two applicants because the criterion and distance is the same, for example, children in the same block of flats then the child or children who will be offered will be randomly selected by drawing lots.

6. Unsuccessful applicants will be placed on a waiting list in priority order according to the oversubscription criteria. If a place becomes available, the child at the top of the list will be offered the place.

7. There is no statutory right of appeal for admission to a Nursery setting. Any disputes over the administration of the policy will be dealt with by the school's complaints procedure.

8. Hours

For 15 hours funded places we offer 8.55 a.m to 11.45 a.m or 12.15 to 15.25 p.m Monday to Friday term time only.

For 30 hours funded places we offer 8.55 a.m to 15.25 p.m Monday to Friday term time only.

9. Additional Supervision

For any child in receipt of 30-hour funded childcare, an additional weekly charge applies: £5 per week for Nursery children and £10 per week for Little Wrens children. This charge is an additional supervision fee to cover the additional 2.5 hours per week that are not included within the funded entitlement.

Policies

Nursery pupils will follow all of the school's policies which includes our Safeguarding, Behaviour, Attendance, EYFS and School Uniform Policies.

This policy will be reviewed every 2 years.