

ADMISSIONS POLICY



Policy written: February 2024

Policy Update: February 2027

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, dedicated places – service commissioned by LA and admission arrangements are allocated through the Special Needs Early Years' Service

Parents and carers are able to complete admission forms at any time after their child is born all details will be kept securely. If you inform us that your child no longer requires a place they will be removed from our pre admission waiting list and all details will be disposed of safely and securely.

When your child starts at LHNS their journey through our school will be plotted according to their chronological age e.g. when they will move from Twos into Nursery. However there may be occasions that staff deem it appropriate for your child's journey to look different this will be linked to the developmental needs of an individual child. Parents/carers will always be invited to share their views about their child's journey at LHNS.

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)
- Working Tax Credit and have an annual income under £16,190

- Child Tax Credit (but not Working Tax Credit) and have an annual income not over £16,190
- 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 an Education, Health and Care Plan (EHCP)
- If your child is in receipt of Disability Living Allowance
- If the child is looked after for a minimum of one day 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, child arrangement order or adoption order

If you're a non-EEA citizen who cannot claim benefits Your 2-year-old may get free childcare if you are getting support under the Immigration and Asylum Act and have either:

- claimed asylum in the UK and are waiting for a decision (known as 'part 6')
- been refused asylum in the UK (known as 'section 4')
- A 2-year-old you care for may also get free childcare if your household income is £15,400 a year or less after tax, and you have either:
 - leave to remain with 'no recourse to public funds' on family or private life grounds
 - the right to live in the UK because you're the main carer of a British citizen (known as a 'Zambrano Carer')

From April 2024 your child may be eligible for twos provision if you meet the following criteria.....

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

If your child's birthday is between:	Funding starts from:
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.

child care choices? www.childcarechoices.gov.uk

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 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. Children who have been identified by SNEYS or under the Gem centre
- A child with a sibling already attending the setting.
- Date of birth

The date when the application was made will also be taken onto consideration.

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

All 3 and 4 year olds are entitled to receive free 15 hours 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.

Children who have attended our twos provision

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
- Date of birth
- The date when the application was made will also be taken onto consideration.

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 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 26 children. This figure will be reviewed on a termly basis to ensure that it reflects the needs of the cohort.

Inclusive Provision

Inclusion Provision for complex SEND, 18 dedicated places – service commissioned by LA and admission arrangements are allocated through the Special Needs Early Years' Service and SENSTART. The provision is made up of 18 part time places. 12 of these spaces are allocated to 6 Reception children and the remaining 6 to nursery aged children.

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.

Before your child starts at Low Hill Nursery School you will be offered a home visit. This is to support transition from home to school.