

Admission Policy for Lawley Village Academy Nursery

Our Nursery is part of Lawley Village Primary Academy, which is part of REAch2 Academy Trust.

We are an inclusive Nursery and welcome applications from children of all backgrounds from in and out of our priority area. The school is responsible for the admission of all nursery places and applications are made directly to the school.

Admission Limit

Each setting will have an admission limit. This limit is governed by the physical limitation of the space available to the provision. The admission limit will be set following Ofsted registration. Lawley Village Nursery provides places **Monday to Friday**, with 26 places at one session.

Applications

The process for consideration for admission to the nursery is as follows:

- A nursery 'Expression of Interest Form' may be obtained from the website or the nursery administration office and returned upon completion.
- Children's names will then be placed on a waiting list.
- The information is treated as confidential and in accordance with the UK GDPR and the Data Protection Act.
- Once the place has been confirmed, parents/carers will receive confirmation from the nursery and you will be asked to complete the full admission form prior to your child's start date.
- Your child will be invited in to attend a 'stay and play' session in the weeks leading up to their start date.

Universal 15 hours Free Nursery Education

All three and four year olds are entitled to 15 hours of free nursery education per week, over no fewer than 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).

30 hours Free childcare

Lawley Village Academy will be offering 30 hours free childcare places to those that are eligible. This means in addition to the 15 hours Universal Free Childcare, you will receive an additional 15 hours, bringing your child's funded hours per week to 30.

Your child may be eligible for 30 hours of free childcare if your circumstances are as follows:

- Both parents are working (employed or self-employed including zero hours contracts) or the sole parent is working in a lone parent family; and



- Each parent earns, on average, a weekly minimum equivalent to 16 hours at the national minimum wage (NMW) or national living wage (NLW); and each parent individually earns less than £100,000 per year.
- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave;
- Both parents are employed but one or both parents is temporarily away from the workplace on adoption leave;
- Both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay;
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

How do I check what my child is entitled to?

The government have provided an online eligibility checking tool for parents/carers:
<https://childcare-support.tax.service.gov.uk/>

You will need to use this tool to check your eligibility before your child can be given a firm offer of a 30 hour place. If eligible, you will receive a code, which you will take to Lawley Village Academy office, together with your National Insurance number and your child's date of birth.

Lawley Village Academy will need to validate the code before they can confirm the offer of a Nursery place.

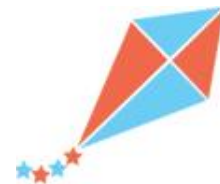
Eligibility codes will be valid for a certain period of time. You will be reminded by the HRMC to re-confirm your eligibility every 3 months.

Payment

If you do not qualify for the additional 15 hours free funding, or receive 30 hours funding and would like your children to attend the Friday afternoon session, you may wish to purchase additional sessions. Lawley Village Primary Academy will offer, subject to availability and offered on a first come first served basis, additional childcare in an afternoon.

Prices

Afternoon session 11.35-3.15: £20



Oversubscription criteria

In the event that the number of applications to a maintained nursery school exceeds its published admissions number (PAN), after the admission of any pupils with an EHC Plan that names the School, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children
2. Children with one or more siblings in the School
3. Children of School staff fulfilling a skills shortage role
4. Children living in the designated catchment area
5. Other children, with priority for admission given to those whose home address (as defined by this policy) is the shortest distance from the School. Children in this criteria will be ranked in order of distance and priority will be taken to children wanting full time sessions)

Admissions procedures

- Parents may apply at any time for a place for their child. All parents applying will be asked to complete a pre-admission form requesting standard information. A full admission form will be given on confirmation of a place, to be completed and returned prior to start date.
- Where there are more applications than places, all applications received will be considered using the oversubscription criteria only. The date of application will not be taken into account when allocating places.
- All information given by the parent/carer must be regarded as confidential but should be made available to those considering the application.
- All applications for places to the nursery will be held by the nursery or setting and considered in the criteria outlined in the guidance document oversubscription criteria.
- Parents can choose for their child to receive their entitlement by attending more than one provider. Parents choosing to split their funding entitlement must be given equal consideration as those applying for a full-time place.
- Parents should be made aware that if their child attends a setting for more than their eligible 15 hours /30 per week, the parents will pay for any additional care their child receives.
- Where a child attends more than one provider funding will be split between the providers according to the parent/carer requirement. (See guidelines on the 30 hours extended funding, regarding Universal and Additional funding arrangements.)



- Parents should be informed as soon as possible that their application has been considered by no later than the end of the week after half term, of the term before entry to the provision. An invitation is then offered to attend 'Stay and play' induction sessions.
- A reply must be received within 14 working days, or the reserved place will be offered to the next child on the waiting list. Parents, however, may be offered nursery places at 'short notice' should this be deemed appropriate following the admission criteria outlined
- On admission to the nursery, each parent will be asked to complete the nursery Registration form and provide a copy of their child's birth certificate.
- Parents should be advised that places are allocated on a termly basis and should be discouraged from moving, unless circumstances demand otherwise.

Children at the School's Nursery

Parents should note that children who attend the nursery will not automatically transfer to Reception Year at the School. An application for admission to Reception Year must be made to Telford and Wrekin via their School Admissions Portal.

'Stay and Play' Induction Sessions

These operate at the end of the half-term before a child starts nursery. Children are invited to attend two sessions. During the sessions, parents are encouraged to familiarise themselves with nursery routines and expectations and to ensure that children become familiar with the adults and children that they will be working with during their time in nursery. Prior to these sessions, paperwork will be completed to return to the nursery to discuss during these sessions.

An additional meeting will be arranged for the parents of new nursery starters to find out additional information about the nursery. This session allows parents to find out, in more detail, about the Early Years Curriculum. An open-door policy operates in our nursery and key workers are always on hand to discuss the children in their care as well-being and safety are our paramount concern.