



Wybourn Community Primary and Nursery School Foundation Stage Admissions Policy

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Introduction

This policy aims to establish best practice for admission into Wybourn Community Primary and Nursery School to enable a maximum number of children to access a free early learning.

All Children are entitled to 570 hours of free early learning per year from the term after their third birthday until they start school (3 Year FEL). Some children (dependent on eligibility) are entitled to 570 hours of free early learning the term after their second birthday (2 year FEL). Children can access up to 15 free hours of free early learning provision per week. We also offer places for children with 30 Free hours and paid childcare. We offer FEL places and paid child care term time only.

All children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) will have equal access to places in the Nursery. Admissions into the nursery will be irrespective of whether or not they are likely to transfer into the reception class of the school. Where oversubscription occurs, places will be allocated in accordance with the oversubscription criteria detailed later in the policy.

As a setting we follow the revised Early Years Foundation Stage (EYFS) which came into effect on 1 September 2021. We are required to use the EYFS to ensure that as parents you can be confident that your child will receive a quality experience that supports their development and learning. As part of the EYFS guidance we will contact any previous settings your child has attended to gather information to support your child's learning and needs. If this is the first time your child has attended a nursery setting, we will speak to you to find out about your child and their individual needs to help us support their individual play, care and learning.

Foundation Stage One admissions

FS1 Free Universal Entitlement 15 hours per week, term time

- All children in FS1 are entitled to free nursery places the term after their third birthday. All children are entitled to 15 hours of provision which is funded through the local authority.
- Parents can register their child for a FS1 place from birth by completing an application form which should be returned to the Children's Centre office. A member of the Foundation stage team will then contact the parent/carer the term their child turns 3 years old.
- Children can start in FS1 the term after they are 3 years old. The FS1 staff will liaise with parents/carers to identify the most suitable attendance pattern at that time. This will depend on the number of children already on roll and will be subject to the 15 hour offer at that time (e.g. morning or afternoon sessions or full days if the nursery is not full).
- Parents/carers must complete all the necessary paperwork prior to their child starting in FS1. This will include emergency contact numbers/medical information and various permission confirmations. Parents will also be asked to bring proof of the child's date of birth through sight of

either the child's birth certificate or passport and proof of address, through the sight of a current utility bill or bank statement.

To ensure quality and consistency of education provision and teaching we offer the following nursery sessions;

- 5 x am
- 5 x pm
- Monday all day, Tuesday all day, Wednesday am
- Wednesday pm, Thursday all day, Friday all day
- Full time Monday to Friday.

To avoid congestion at drop off and pick up times the start and finish times between rooms may differ slightly.

FS1 Funded Extended Entitlement 30 hours per week, term time only for families who meet the eligibility criteria.

The eligibility criteria for a funded 30hr place is:

- Children will be aged 3 or 4.
- Both parents/carers must be working – or the sole parent is working in a single parent family.
- You will need to expect to earn a certain amount over the next 3 months. This is at least the [National Minimum Wage or Living Wage](#) for 16 hours a week on average.
- Each parent/carer must have an annual income of less than £100,000.
- One/both parent(s)/carer(s) is away on leave (parental, maternal etc.) or one/both parent(s)/carer(s) is on statutory sick pay
- Parents/carers on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent/carer is employed and the other parent has either: - Substantial caring responsibilities and/or disability. - Is a foster carer with their own three-and four-year-old children.

Parents/carers can check their eligibility at:

<https://childcaresupport.tax.service.gov.uk/par/app/applynow>.

Parents/carers can apply by visiting: <https://www.childcarechoices.gov.uk/>.

Parents/carers are advised to apply for the 30 hour code at least one term before their child turns 3. Parents/carers who are eligible will receive an 11-digit code which the Nursery staff will need to check before a 30 hour FS1 place can be confirmed. The 30 hour offer at Wybourn Community Primary School is available within school hours, 38 weeks of the year. This does not include the 30 minutes over lunchtime and there will be an additional charge of £2.25 per day for this. Nursery dinners are available to order at an additional £1.75 per day.

Two Year Old Admissions

2 Year FEL

Some children are eligible for 15 hours per week, term time only, free funding from the term after their 2nd birthday. Parents can apply for a 2 year FEL place 10 weeks before the end of the term in which their child turns 2 years old.

Your 2 year old can get free early education and childcare if you live in England and get one of the following benefits:

- income support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, with annual earned income under £15,400 after tax (take-home pay – not including state benefits)
- Working Tax Credit or Child Tax Credit, with an annual income under £16,190 before tax (gross earnings)
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

or the child is:

- looked after by a local council
- has an education health and care plan (ECH)
- getting Disability Living Allowance
- has left care under a special guardianship order, child arrangements order or adoption order
- a child of Zambrano Carers, with annual earned income under £15,400 after tax
- a child of families with no recourse to public funds with a right to remain in the UK on grounds of private/family life under Article 8 of the European Convention on Human Rights, with annual earned income under £15,400 after tax
- a child of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 – 'the 1999 Act')
- both excluded from claiming public funds due to their immigration status, or their lack of immigration status; and getting support under section 17 of the Children Act 1989
- both receiving support from the local authority under section 17 of the Children Act 1989; and with no recourse to public funds

Parents/ carers who are not eligible for Funded Entitlement can pay for childcare at £4.50 per hour.

Parents/ carers can register their interest for a 2 year old place by completing the application form which should be returned to Children's Centre office. Please note, we cannot reserve a place for your child until we have received your funding code from the local authority.

Parents can check eligibility and apply for a two year FEL place on the Sheffield. Gov.uk website or by using the following link.

<https://www.sheffield.gov.uk/home/schools-childcare/childcare-free-early-learning/free-education-and-childcare-for-2-year-olds>

A member of staff will then contact the parent/carer the term their child turns 2 years old. Children can start nursery in the term after they are 2 years old for a 2 year Fel place. Children with paid childcare places can start from their second birthday. Staff will liaise with parents/carers to

identify the most suitable attendance pattern at that time. This will depend on the number of children already on roll. The 2 year old provision at Wybourn Community Primary School is available 8:00 - 5:00 38 weeks of the year. The majority of children will access their 2 year FEL place as either 5 morning sessions (8:30am – 11:30am) or 5 afternoon sessions (12:30pm – 3:30pm). A small number of full day places are available but are generally reserved for parents who need these places due to work or study.

Parents/carers must complete all the necessary paperwork prior to their child starting in FS1. This will include emergency contact numbers/medical information and various permission confirmations. Parents will also be asked to bring proof of the child's date of birth through sight of either the child's birth certificate or passport and proof of address, through the sight of a current utility bill or bank statement.

Extended hours

Children accessing a nursery place can also access additional childcare at the beginning or the end of the day. This is available from 8.00am till the start of the nursery session and from the end of the nursery session till 5pm term time only. The charge for the breakfast slot is £4.50 and the after school slot costs £6 per session. Extended hours places are dependent on availability.

Oversubscription Criteria

The following is the order of priority in which applications will be considered if our setting is oversubscribed.

Children with Special Educational Needs (SEN)- any child that has an Education, Health Care Plan that names our setting as their specific provider will be offered a place with us.

Pupils in public care (Looked After Children) who:

are looked after at the time an application for a nursery is made or will be looked after at the time when the child is admitted to nursery.

Date of birth priority with oldest children admitted first. This will mean all children have an equal opportunity of accessing our provision for a similar length of time prior to compulsory school age.

Children with a sibling at the provider. Any child who has a sibling in our setting.

Earliest date of application. If all other factors are equal then the earliest application will receive priority.

We stagger entry to nursery and depending on the number of children to be admitted at any one time the whole procedure may not be complete till the end of the third week of term.

Invoicing

- Parents/carers will receive an invoice for additional hours purchased on a weekly basis.
- Payments must be made within 7 days of the date of the invoice.

- Non-payment of additional hours will result in a parent/carer losing the opportunity to access additional hours before and after school and over lunchtime. This will be actioned if 3 invoices are unpaid or a parent builds a debt of over £100.

Attendance and Notice Period

- Children need to attend nursery regularly. If children are not attending regularly they are at risk of losing their place.

Should a parent/carer need to transfer their child to a different 2 year old or FS1 setting, we require 4 weeks' notice.

- Should parents transfer setting before the end of the notice period, the school will still claim the 15/30 hour funding entitlement from the Local Authority and will make the new setting aware of this.

Bank Holidays

- Bank holidays are not funded by Sheffield City Council.
- If the free entitlement falls on a bank holiday, we will not be able to swap the day missed to an alternative day in the week.

Entry in to Reception Classes.

Parents \ carers should be made aware that attendance at Wyburn Community Primary and Nursery School for a free early learning place, does not guarantee a place in the reception class at school, and places will be allocated based on Sheffield City Councils admission policy.