

Nursery Admissions Policy

January 2024

As an academy, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding Nursery Applications.

1. The Ethos of Teignmouth Primary School

- 1.1. We pride ourselves as being a school where children are happy, safe and love learning. We truly believe that the sky's the limit for what our children can achieve.

2. Early Years Funding

- 2.1. Parents and Carers can check to find out what funding they are entitled to receive through the governments [Childcare Choices website](#).
- 2.2. If your child is two you should [use the checker to see if you can get a funded place](#) for your two-year-old before you make an application.



Would you like:

- ☒ to give your child a head start?
- ☒ to be able to go back to work?
- ☒ to give your child high quality learning and care?
- ☒ to have some time for yourself?

Check out if your 2-year-old can get 15 hours of childcare per week at a preschool, childminder or nursery - **and at no cost to you!**

Visit: devon.cc/tyf
Call: **0345 155 1013**



You can also check if your child can have a free meal if they go to a nursery in a school!

For further information and terms and conditions visit:
devon.cc/childcaretyf
From the Early Years and Childcare team



- 2.3. If a parent or carer is eligible for both the **targeted 2-year-old funding for working parents or carers** from April 2023 and the **2-year-old funding** school will claim two-year-old funding and parents or carers will remain eligible for this funding even if their circumstances change.

- 2.4. We expect to admit children that will be using their Early Years Funding as well as children whose parents or carers are buying additional hours and those that are both funded and buying hours.
- 2.5. There may be some children who are only attending for bought hours and some that only attend for funded hours.
- 2.6. The maximum amount of funded time that can be taken in a day is 6 hours; parents and carers cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery

3.1. Teignmouth Primary school admits:

- All children, both funded and non-funded, from their second birthday onwards.

4. Points of Admission to nursery

- 4.1. Generally, children will start at nursery at the beginning of a term. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday.
- 4.2. This funding will be paid up until the time when the child reaches compulsory school age if the parent or carer chooses to defer or delay entry into school.

If a child is born (or reaches 9 months) between:	Funding can be claimed from:
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's birthday
1 September and 31 December	1 January following the child's birthday

- 4.3. There is a legal requirement that all children begin **full time education** by the beginning of the term following their **fifth** birthday. All places offered in reception are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents or carers who retain a right to defer admission or send their child part time.

5. Patterns of attendance available

- 5.1. Our school makes an **offer** for the **universal** 570-hour (15 hours) funding entitlement and the 1140 hour extended entitlement (30 hours) funding of: 3- or 6-hour sessions within a day
- 5.2. The school has signed the Provider Agreement and is compliant with the requirements for funded hours.

6. Extended Hours

- 6.1. Families with three- and four-year-olds that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours. (30 hours a week over 38 weeks of the year.) NB: some families may choose to attend more than one provider and want to stretch the entitlement across the year in one provision and take some funded sessions during term time in another.
- 6.2. Many working families with two-year-olds will get **570 funded hours from April 2024**; this increases to 1140 funded hours from September 2024 so is the same as the extended entitlement for three- and four-year-olds. We will offer these places from April 2024
- 6.3. We are unable to offer a longer day for nursery children but will consider doing so if demand increases.
- 6.4. Before and after school childcare is available for school aged children (aged 4-11).
- 6.5. If parents or carers want to buy additional hours on top of the 15 funded hours, they can do this during school opening hours. We sell 3-hour/6-hour long sessions. A 3-hour session is charged at £15 and a 6-hour long session is charged at £30.
- 6.6. The table below sets out the session times that you can choose. When applying for a place please contact the school and tell us what sessions you need on the paperwork given.

We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Our Model is:

Session choices	Hours	Bought or Funded
8:45am – 12:00pm	3 hours	Both
12:00pm-3:15pm	3 hours	Both
8:45am-3:15pm	6 hours	Both

- 6.7. These are the sessions that you can choose. We claim funding on this basis.
- 6.8. We open the nursery term time only so you can spread the 570 /1140-hour entitlement across the term.

7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities are compulsory.

- 7.2. If your child is unwell and cannot attend nursery, we are unable to offer alternative days and you will still be charged for funded and paid hours.
- 7.3. The school must comply with Devon County Council's [Provider Agreement](#).

8. Help with the cost of childcare

- 8.1. Our school is [registered](#) for [tax free childcare](#).
- 8.2. Find the right offer for you on [Childcare Choices](#).

9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents or carers meet the [eligibility criteria](#)) **and** if their child attends **both** before and after the lunch time period. This means an all-day session. Parents and carers must check eligibility through the [Citizens Portal](#).
- 9.2. All children in our trustee run nursery are offered the opportunity to either buy a school lunch or bring a packed lunch.

10. Visiting

- 10.1. We welcome visits from parents and carers and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit us, you should contact the school to make an appointment. Please contact Rachael Woodward on 01626 772320.
- 10.2. Most children will start at the nursery at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider. However, if we have places available and an application is submitted, we will offer a place.
- 10.3. Places are not allocated to a child automatically, even where:
- there is an older sibling attending the school.
 - a parent or carer has expressed an interest at any time in the school; or
 - the child has always lived close to the school.
- 10.4. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website and through social media but the responsibility for making an application will be with you as the parent or carer.

11. Information provided in an application

- 11.1. We would like all applications to be fully and honestly completed. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child.

- 11.2. Before making an application** parents or carers need to have checked their eligibility for 2-year-old funding [here](#) and the extended entitlement funding (15 and 30 hours) [here](#); evidence of eligibility will be checked before an offer of a place is made.
- 11.3.** Parents and carers with three- and four-year-olds should check to see if they are eligible for Early Years Pupil Premium funding before making an application by completing this form [Early Years Pupil Premium Application Form](#).
- 11.4.** You will be asked to provide **date of birth evidence** so we can check your child's age.

12. What happens next

- 12.1.** If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the trustees prioritise applications according to the oversubscription criteria.
- 12.2.** The applications will be listed in order of priority. We do not consider the sessions requested when prioritising the applications.
- 12.3.** We will endeavour to give the hours requested on the application form. It is inevitable, however, that some parents and carers who have been prioritised will not get the hours they have requested. In these instances, we will offer times that fall closest to the hours requested.
- 12.4.** We will contact successful parents and carers to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

13. Published Nursery Admissions Number (PNAN)

- 13.1.** This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 13.2.** The trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published.
- 13.3.** If there is an increase in the demand for places the trustees may decide to increase the PNAN to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 13.4.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2024.

The maximum number of 3 and 4-year-old children that will be admitted at any one time is:	26
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The maximum number of 2-year-old children that will be admitted at any one time is:

10

- 13.5. Where the number of applications exceeds the number of places available the trustees will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA

January 1, 2024 – August 31, 2025

To be used only when the number of applications exceeds the number of sessions available in the nursery.

OVERSUBSCRIPTION CRITERIA FOR TWO YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted^[6].

1. Looked after Children^[7] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO)^[8] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents and carers with an exceptional medical or social need^[9] to attend this nursery.
3. Priority will next be given to the children of **members of staff** who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
4. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[10] and Early Years Pupil Premium and /or Disability Access Funding** (from April 2024).
5. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[11]**
6. Priority will next be given to children who live within the schools **designated area** and whose parents or carers are working and **eligible for targeted two-year-old funding for working parents and carers** [the extended entitlement of *15 hours from April 2024 or 30 hours from September 2025*] and **Early Years Pupil Premium and/or Disability Access Funding**.
7. Priority will next be given to children who live within the schools **designated area** and whose parents or carers are working and **eligible for targeted two-year-old funding for working parents and carers** [the extended entitlement of *15 hours from April 2024 or 30 hours from September 2025*].
8. Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or nursery.
9. Priority will next be given to all other children who live in the schools **designated area**.
10. Priority will next be given to children who live **outside** the schools designated area who have a sibling at the school or nursery and are **eligible for two-year-old funding and Early Years Pupil Premium and /or Disability Access Funding**.
11. Priority will next be given to children who live **outside** the schools designated area who have a sibling at the school or nursery and are **eligible for two-year-old funding**.

12. Priority will next be given to children who live **outside** the schools designated area who have a **sibling** at the school or nursery and are eligible for **targeted two-year-old funding for working parents and carers and Early Years Pupil Premium and/or Disability Access Funding**.
13. Priority will next be given to children who live **outside** the schools designated area who have a **sibling** at the school or nursery and are eligible for **targeted two-year-old funding for working parents and carers**.
14. Priority will next be given to all other children who live **outside** the schools designated area who have a sibling at the school or nursery.
15. **Other children.**

^[6] These children meet the eligibility criteria for two-year-old funding.

^[7] These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

^[8] These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

^[9] Evidence from a medical specialist or social worker must be provided.

^[10] Parents and carers must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

^[11] Parents and carers must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

OVERSUBSCRIPTION CRITERIA FOR THREE- AND FOUR-YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted^[12].

1. Looked after Children^[13] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO)^[14] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents and carers with an exceptional medical or social need^[15] to attend this nursery.
3. Priority will next be given to the children of **members of staff** who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
4. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding**^[16] (and Early Years Pupil Premium and/or Disability Access Funding from April 2024).
5. Priority will next be given to other children who live in the schools **designated area** who are eligible for **Early Years Pupil Premium and/or Disability Access Funding**.
6. Priority will next be given to children who live within the schools **designated area** and whose parents and carers are working and **eligible for the extended entitlement** of 15 hours from April 2024 or 30 hours from September 2025.
7. Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or nursery.
8. Priority will next be given to all other children who live in the schools **designated area**.
9. Priority will next be given to children who live **outside** of the schools designated area with a **sibling** at the school.
10. Priority will next be given to children who live **outside** the schools designated area who are three years old and **eligible for two-year-old funding and Early Years Pupil Premium and/or Disability Access Funding** (from April 2024).
11. **Other children.**

[\[12\]](#) These children meet the eligibility criteria for two-year-old funding.

[\[13\]](#) These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

[\[14\]](#) These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

[\[15\]](#) Evidence from a medical specialist or social worker must be provided.

[\[16\]](#) Parents and carers must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

14. Waiting lists

14.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

14.2. If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent or carer whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

15. Increasing the hours attended

15.1. If there are parents or carers of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours a list of those parents or carers will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.

15.2. The admissions panel should work their way down this prioritised list until everyone has been offered the sessions available.

15.3. If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be offered to children on the prioritised waiting list.

16. Admissions appeals

16.1. If a nursery place is refused, parents and carers can go through the school's complaints process to express their concerns. The trustees will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

17. Transport

17.1. No transport is available for nursery children.

18. Uniform

18.1. Children attending Teignmouth Primary School nursery **are not** expected to wear a uniform. Although parents and carers can purchase uniform if they would like to.

Some of the items required can be purchased from Trutex with a code and the rest of the uniform can be bought from retail outlets.

19. Claiming the Early Years Funding

- 19.1.** The Early Years Funding can be taken at more than one provider; parents or carers cannot use providers on more than two sites in one day. The school claims the funding on your behalf based on the sessions that have been booked.
- 19.2.** Parents and carers must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

20. Changes to attendance

- 20.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority for the unfilled places.
- a) Parents and carers whose children already attend the nursery to **increase or change the times their child attends**.
 - b) **New applications** from parents and carers whose children do not yet attend the nursery and are on the prioritised waiting list.
- 20.2.** It is expected that parents and carers will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school.

21. Induction and transition arrangements

- 21.1.** Teignmouth Primary School nursery provide 3 stay and play sessions:

First session	30-minute stay and play session with parent or carer
Second session	1 hour session without parent or carer
Third session	2-hour session without parent or carer

22. Closures

If the pre-school is closed due to a trust-wide closure, we will credit **paid** hours. Eg, if you are attending pre-school for 18 hours per week (15 funded) we will then credit your 3 hours.

If your child does not attend due to sickness or holiday, you will still be charged.

23. Contacts and further information

Executive Headteacher	Annabelle Thomas Annabelle.thomas@teignmouthschool.co.uk
Head of School	Luke Marchant Luke.marchant@teignmouthschool.co.uk
Admission contact	Rachael Woodward rachael.woodward@teignmouthschool.co.uk
Nursery Contact	Kerry Elver kerry.elver@teignmouthschool.co.uk
Telephone:	01626 772320
Website:	https://www.teignmouthprimary.co.uk/
Social media:	Facebook: Teignmouth Primary School and Nursery IG: mill.laneprimary

AMENDMENT RECORD

Date	Reviewed by	Nature of Change	Next Review
07.02.2024	AT from DCC model policy.	New policy	September 2024. Annually and sooner if required.