

Admissions Policy

Aim

The aim of the Windsor Nursery School 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. There will be opportunities to ask questions and to share information about the school and its ethos, values and vision.

Maintained nursery school

The school provides:

- Nursery education for 3&4 year old children
- Terrific for Twos
- Inclusion Provision for complex SEND (20 dedicated places)
Service commissioned by LA and admission arrangements are allocated through the Special Needs Early Years' Service policies and procedures – City of Wolverhampton Council

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

All 3 and 4 year old children are entitled to receive 15 free hours of 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. Length of time on the waiting list does not govern admission.

If your child's birthday is between:	Funding starts from:
1 st January and 31 st March	April
1 st April & 31 st August	September
1 st September & 31 st December	January

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
- When places become available mid-school year (e.g. January or April) these will be offered to current Terrific for Twos at Windsor whose funding comes to an end (who have reached their 3rd birthday) in order to provide continuity for these children and families.

Parents/carers will be offered a place by letter and must confirm their acceptance by the designated date (usually two weeks).

The admission arrangements for the 3&4 year old children are managed by the Headteacher.

How to claim 30 hours

More information regarding the different childcare and education schemes for children 9 months until pre-school can be found at www.childcarechoices.gov.uk.

To apply for 30 hours parents must visit <https://childcare-support.tax.service.gov.uk/>. to enter their details and receive a code which must be provided to the school before the end of the term prior to the child starting their 30 hour place.

Terrific for Twos (2s – 3s)

There are two routes to access 15 hours of nursery education, working parents and terrific for twos.

Funding for Two year olds starts the term after a child's 2nd birthday:

If your child's birthday is between:	Funding starts from:
1 st January and 31 st March	April
1 st April & 31 st August	September
1 st September & 31 st December	January

Working parents

To apply for a code parents must visit <https://childcare-support.tax.service.gov.uk/>. and enter their details. This code can be applied for at 1 year and 9 months and must be presented to the school by the end of the term prior to them starting to be validated.

Terrific for twos

15 free hours of nursery education during school term time is available for 2 year olds if parents/carers claim one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- Tax credits, and your household income is £16,190 a year or less before tax
- The guaranteed element of Pension Credit
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2 year olds can also get free childcare if they:

- Are looked after by a local authority

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- Have a statement of special education needs (SEN) or an education, health and care (EHC) plan
- Get Disability Living Allowance
- Have left care under an adoption order, special guardianship order or a child arrangements order

How to claim Terrific for Twos

Parents can claim for 15 hours free childcare by applying online at <https://early-help-support.wolverhampton.gov.uk/apply/tft>.

The City of Wolverhampton Council will then provide confirmation to the parent of eligibility. Parents can then bring this evidence (voucher number) to Windsor. The school will inform the parent when a place becomes available. Places at Windsor 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 who are supported by a statement of Special Education Needs or an Education, Health and Care Plan (EHCP)
- A child with a sibling already attending the setting

The admission arrangements for the Terrific for Twos children is managed by the Terrific for Twos Coordinator.

When funding ceases for children within the Terrific for Twos, the school will endeavour to offer 3-4 year nursery places at Windsor for continuity, however, this will be dependent on demand and should the nursery be oversubscribed the normal criteria will be applied to allocate places.

Staff members are encouraged to consider alternative provision for their children. In exceptional circumstances places for children of staff employed within the school will be considered within the criteria above. The staff member will be required to meet with the Headteacher before any place is offered to discuss the implications on his/her role with the school, the team and their child.