



**Admissions Policy**

**Summer 2025**

**Review: Summer 2026**

## **Nursery Admissions Policy**

### **1. Introduction**

This policy sets out the core admission arrangements to Tunstall Nursery School. These arrangements seek to comply with Croydon Council community school's admission criteria, the Local Conditions of Funding, the Statutory Guidance for the Delivery of Free Early Education for Two, Three- and Four-Year Olds.

- 1.1 The School Governing Body has a responsibility for applying the Local Authority's admission arrangements for nursery education in accordance with the set criteria;
- 1.2 Whilst all three- and four-year olds are entitled to receive 15 hours free early years education, this can be taken in other early years settings and childminders;
- 1.3 Places offered under this policy will be available to;
  - Parents/carers of children aged two eligible for the 15 hours per week free entitlement;
  - Parents/carers of children aged two who qualify for the additional 15 hours early years education/funded childcare
  - Parents/carers of children aged two and over in work or studying who opt to pay for services;
  - Parents and Carers of all three- and four-year olds entitled to receive 15 hours free early years education;
  - Parents/carers of children aged three and four who qualify for the additional 15 hours early years education;
- 1.4 Parents and carers of children in receipt of the free entitlement (including, but not limited to those who qualify for the additional 15 hours of early education) will be offered additional hours of take up of care, chargeable at the applicable fee rate. A small percentage of 2-year-old places will be allocated to parents who are able to pay the full non-subsidised fee charge to apply for a place.

1.5 The nursery has an agreed admissions limit. Parents and carers will be advised if the admissions limit has been reached.

## 2. Free Nursery Early Education places for two, three- and four-year-olds

### 2.1 Three- and Four-Year Olds

All three- and four-year olds are entitled to 15 hours of free nursery education for 38 weeks of the year in their local area in the term following their third birthday. This applies until they reach compulsory<sup>1</sup> school age the term following their fifth birthday. Some three- and four-year olds will be entitled to an additional 15 hours of funding per week. Parents have the responsibility of applying for an eligibility code each term to guarantee this additional funding.

Places are made available from the start of the term beginning on or following the dates set out below:

- Children born in the period 1st January to 31st March: **1st April** following the child's third birthday.
- Children born in the period 1st April to 31st August: **1st September** following the child's third birthday.
- Children born in the period 1st September to 31st December: **1st January** following the child's third birthday.

### 2.3 Two Year Olds

To be eligible for 30 hours for working parents, you and any partner you live with

- must each expect to work at least 16 hours a week at the National Minimum Wage
- cannot earn more than £100,000 each a year

If you, or any partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

**Some** two-year olds are entitled to 15 hours of free nursery education for 38 weeks of the year in their local area in the term following their second birthday.

A child is eligible if:

- They are looked after by the local authority; or
- They come within the criteria used to determine eligibility for Free School Meals<sup>2</sup>

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<sup>1</sup> Compulsory School Age is defined at Section 8 of the Education Act 1996 together with the Education (Start of Compulsory School Age) Order 1998 (SI 1998: 1607).

A child reaches compulsory school age either on or after their 5th birthday, on whichever of the following dates is either on, or the first to follow, their birthday: 31st August, 31st December or 31st March.

<sup>2</sup> The entitlement to an early education place follows the criteria for eligibility for Free School Meals as set out in section 512ZB (4) of the Education Act 1996, and in regulations made under that section. Two-year-olds whose families meet these criteria will be eligible for a place.

The relevant dates are as follows:

- Children born in the period 1st January to 31st March: the start of term beginning on or following **1st April** after the child's second birthday.
- Children born in the period 1st April to 31st August: the start of term beginning on or following **1st September** after the child's second birthday.
- Children born in the period 1st September to 31st December: the start of term beginning on or following **1st January** after the child's second birthday

Children must be eligible/approved for the two-year-old free entitlement. *(See section 7 Eligibility Criteria)*

## 2.4 Children Not Eligible for a Funded Two-Year-Old Place

If a child is not eligible for a funded two-year-old place, with permission the applicant's details will be shared with the Family Information Service who will be able to discuss alternative childcare options and / or signpost the applicant to services who may be able to provide additional support to. Applications can also be made for non – subsidised places *(see section 3.4 non – subsidised places)*

## 2.5 When a Child Reaches Three Years Old

Once placed, a funded two-year-old will usually become eligible for their early education entitlement at age three at the same provision. Should the nursery not have an available three-year-old funded places parent and carers will be informed in advance. The child will remain in the 2-year-old setting until a space becomes available. 2-year olds in the setting will have priority over other children when a place for the Nursery setting is requested.

# 3. Admissions Criteria

Parents and carers may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's admission to reception class. Parents and Carers will be advised annually of the agreed admission dates.

3.1 Criteria - The School Governing body will consider all applications in accordance with the following criteria, set out in priority order.

- Looked-after children and previously looked after children. *(See Note 1).*
- Children who have a sibling (defined as half/step/foster/adopted sibling) whose main residence is the same address and will be attending the school at the time of admission.
- Where there are serious medical grounds (supported by documentation from a registered medical practitioner) and/or special educational / social need for admitting the child. *(See Note 2).*

- Distance: Proximity of the child's home to the school, with those living nearer being accorded the higher priority. (see Note 3)

***We have 32 places available for 3/4 year old children eligible for the additional 15 hours (full time) and 4 full time places for 2 year old children. If these are not all filled during the admissions process they will be offered to 15 hour children. If the nursery is oversubscribed, children in the year before they start Reception will be given priority up until the 31<sup>st</sup> May.***

#### **Note 1**

Looked after children are defined as children in public care at the date on which the application is made. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department and/or relevant document.

#### **Note 2**

The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, outreach worker or education welfare officer on the basis of the child's special educational needs. Examples of special educational /social needs, in no order of priority, might include:

- emotional and behavioural problems
- lack of personal interaction and stimulation
- speech and language problems

#### **Note 3**

Distance will be measured as a straight line drawn on a map from the front gate of the School to the front door of the home at which the child normally resides. For flats, the Centre will be taken from the Centre of the building. Home is defined as the address where the child normally resides as their only or principal residence. Parents may be asked to provide documentary evidence to confirm an address and parental responsibility. Child minding factors cannot be taken into account when allocating places at over-subscribed schools.

### **3.2 Shared Custody**

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where Child Benefit is payable. Only one application per child can be accepted. If the address of the

parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by the LA.

#### **4. Procedure for Admission**

Tunstall Nursery School can accommodate a maximum of

55 full time equivalent places for three- to four-year olds and 16 full time equivalent places for two year olds. Parents and carers who are interested in making an application to the nursery will need to complete the relevant application form and return it to the school.

Application forms need to specify whether the parent wishes to claim the additional 15 hours entitlement. It is the parent's / carer's responsibility to provide the Nursery with the eligibility reference number. When a place becomes available for a child according to the above criteria, they will be offered that place even if that place is only for the universal entitlement of 15 hours. As soon as the nursery are able to offer the additional 15 hours they will. If a parent or carer does not wish to accept the universal entitlement and would prefer to wait until a space becomes available for a universal plus additional 15 hours place they may do so and must let us know in writing.

## 5. Patterns of Attendance

We are required to offer early learning and care in a flexible way.

Our 2 Year Old Setting –“Tunstall Twos” makes a core offer of

Mornings: 8.30am - 11.30am

Afternoons: 12.30pm - 3.30pm

Full Day (with 30 hours funding): 8.30am – 3.30pm (payment of lunch club is required for this offer)

Full Day (with 30 hours funding): 8.30am – 2.30pm

Part Week - This offer is subject to take up of spaces for the remainder of the week and will be reviewed termly.

Part Week: Monday and Tuesday 8.30am – 3.30pm and Wednesday 8.30am to 12.30pm (payment of lunch club is required for this offer)

Part Week: Wednesday 12.30pm – 3.30pm and Thursday and Friday 8.30am – 3.30pm (payment of lunch club is required for this offer)

Our Nursery makes a core offer of:

Mornings: 8.30am - 11.30am

Afternoons: 12.30pm - 3.30pm

Full Day (with 30 hours funding): 8.30am – 3.30pm (payment of lunch club is required for this offer)

Full Day (with 30 hours funding): 8.30am – 2.30pm

Part Week: Monday and Tuesday 8.30am – 3.30pm and Wednesday 8.30am to 12.30pm (payment of lunch club is required for this offer)

Part Week: Wednesday 12.30pm – 3.30pm and Thursday and Friday 8.30am – 3.30pm (payment of lunch club is required for this offer)

Lunch club is on offer at a cost of £6.50 per day for 3/4 year olds or £10.00 per day for 2 year olds. The cost is for the care and parents provide a packed lunch.

### **Lunch club (11.30am – 12.30pm)**

If your child has a morning place you will pick up your child at 12.30pm. If your child has an afternoon place they will need to come to the lunch club at 11.30am.

### **Delivery to Parents & Carers:**

- Promotion material will be transparent and honest.
- Parents & Carers will be required to sign agreements ensuring that they understand the day care offer and charges.
- Parents & Carers will be provided with information about the Early Years Foundation Stage (EYFS) and how to support their children's learning through play.
- A key worker system will ensure that parents are able to continually review their child's progress and well-being.
- The staff will meet formally with parents/carers every term to discuss achievements, progress and next steps.

## **6. Administration**

- A deposit of four weeks fee will be required in advance of take up of fee-paying places.
- Parent/carers are to be advised of all charges at least one month in advance
- Cash transactions will be discouraged.
- Additional charges will be made for late pick up of children at a rate of £5 for up to every 15 minutes.
- Reduced charges will be considered for siblings.
- If parents/carers fall into arrears the place in the school will be withdrawn with one month's notice.

SEE Charging Policy

## **7. Eligibility Criteria for Two Year Olds**

- All 2-year-olds who are looked after by their local authority are eligible.

2-year-olds whose family receives one of the following are also eligible:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- tax credits and you have an income of £16,190 or less a year, before tax
- 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)

They are also eligible if any of the following apply:

- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order; child arrangements order or adoption order

To be eligible for 30 hours for working parents, you and any partner you live with

- must each expect to work at least 16 hours a week at the National Minimum Wage
- cannot earn more than £100,000 each a year

If you, or any partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

## **8. Eligibility Criteria for Additional 15 hours (3/4 Year Olds Only)**

- Your child will be aged 3 or 4.
- Both parents must be working - or the sole parent is working in a lone parent family.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000.
- You have to be a British or Irish citizen.
- Or you have settled or pre-settled status and are awaiting for a decision.