

## Nursery Admissions Policy

January 2024 – August 2025

As a Community School Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria and nursery admissions policy set by DCC **must** be followed by Community Schools.

<b>Policy Updated:</b>	January 2024
<b>Policy Review Date:</b>	As issued by DCC or annually
<b>Approved by Governors:</b>	<b>05.03.2024</b>

## 1. The Ethos of West Croft School

- 1.1. The philosophy of the setting is to provide planned, purposeful play through a mix of adult led and child-initiated activities. Each child is considered to be unique and should feel safe and secure whilst becoming a confident, self-motivated, independent learner through play. Children may access activities freely during their own learning time, and are encouraged to take risks and push their own learning boundaries.

The Nursery practitioners work closely alongside parents/carers and other child care professionals. Working in partnership is essential to the well-being and development of children. We want every child to feel confident that they can learn and achieve.

Staff and Governors recognise their accountability and contribute fully to the development and successful implementation of school policies and practices: the life of the school and curriculum effectively promote pupils spiritual, moral, social and cultural development. Effectiveness is kept under rigorous review and links with the wider community contribute to pupil's attainment and personal development. In short, we want West Croft Nursery to make a difference.

The Nursery prospectus contains all of the information that you require regarding staff structure, holidays, policies, procedures and fees. If you would like a copy of the Nursery prospectus in another format, please see a member of staff who will be happy to help and discuss this further with you.

## 2. Early Years Funding

- 2.1. Parents 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 also use the checker to see if you can get a funded place [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](https://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](https://devon.cc/childcaretyf)

From the Early Years and Childcare team



- 2.3. If a parent is eligible for both the **targeted 2-year-old funding for working parents** from April 2023 and the **2-year-old funding** school will claim two-year-old funding and parents 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 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 10 hours; parents cannot use more than two sites for funded early years places in one day.

### 3. Admissions to the nursery

#### 3.1. West Croft School admits:

- Eligible two-year-olds funded from the start of the funding period following their second birthday.
- Eligible two-year-olds funded as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Non-funded two-year-olds from the start of the funding period following their second birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Funded two-year-olds with working parents from the start of the funding period following their second birthday.
- Funded two-year-olds of working parents as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Eligible three-year olds that meet the criteria for two-year-old funding.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

## 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 chooses to defer or delay entry into school.

If a child is born 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 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:

- Morning sessions – 8:50am to 11:50am (3 hours) and
- Afternoon sessions – 12pm to 3pm (3 hours) and
- All day sessions – 9am to 3pm (6 hours) during term time only.

- 5.2. If you chose an afternoon or an all-day session, this includes the lunchtime period that is 12pm to 12:30pm. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose. We are not permitted to charge separately for this time if it is being taken as part of a funded session.

- 5.3. 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 **stretched across a year** or 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.** From **September 2024 children from nine months of age whose parents are working could get 570 funded hours**. From September 2025 this increases to 1140 funded hours. We are unable to offer these places. You will need to use another provider if you are entitled to this funding
- 6.4.** We are unable to offer a longer day for nursery/preschool children.
- 6.5.** If parents want to buy additional hours on top of the 15 funded hours or the 30-hour extended entitlement, they can do this during any of our opening times. We sell -

<b>January 2024 – August 2024</b>	2 Year Olds (Until the term <b>after</b> they turn 3) (£5.50 per hour)	Funded 3 & 4 year olds (£4.50 per hour)
Half day sessions – 3 hours	£16.50	£13.50
Full day sessions – 6 hours	£33.00	£27.00

<b>September 24 – August 2025</b>	2 Year Olds (Until the term <b>after</b> they turn 3) (£6.50 per hour)	Funded 3 & 4 year olds (£5.25 per hour)
Half day sessions – 3 hours	£19.50	£15.75
Full day sessions – 6 hours	£39.00	£31.50

- 6.6.** The table below sets out the session times that you can choose. When applying for a place please use the application form that can be found on the website <https://www.westcroft.devon.sch.uk/nursery-admissions-documents/> Paper copies are also available from the school office.

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

Session choices	Hours
8:50am to 11:50am	3
12pm – 3pm	3
9am to 3pm	6

6.7. These are the sessions that you can choose. We claim funding on this basis. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take.

## 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. We do not charge a deposit to book a place in the nursery.

7.2. The school must comply with Devon County Councils [Provider Agreement](#).

7.3. Details about buying additional sessions in the nursery are set out in the schools [Charging and Remissions Policy](https://www.westcroft.devon.sch.uk/policies/) <https://www.westcroft.devon.sch.uk/policies/>

## 8. Help with the cost of childcare

8.1. Our school is happy to accept childcare vouchers – please contact the school office to discuss this further

8.2. Our school is [registered](#) for [tax free childcare](#).

8.3. 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 meet the [eligibility criteria](#)) **and** if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school packed lunch will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).

9.2. Children who do not meet the eligibility criteria for free school meals in our nursery are offered the opportunity to either buy a school lunch or bring a packed lunch.

9.3. School lunches must be pre-ordered at the school office – lunches can not be provided on an ad hoc basis or requested on the day.

## 10. Visiting

10.1. We welcome visits from parents 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 office to make an appointment on 01237 473548.

- 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.
- 10.3.** To apply for a place here you must use the application form which is available from the school office or can be downloaded from the school website <https://www.westcroft.devon.sch.uk/nursery-admissions-documents/>
- 10.4.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending the school.
  - a child attends a particular toddler group or Children's Centre attached to the school.
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 10.5.** 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 but the responsibility for making an application will be with you as the parent.

## **11. How to apply for a nursery place**

- 11.1.** Parents must complete both the Nursery Application Form. Once a place is offered, a Parent Funding Declaration form will also need to be completed before we can claim your funding. This will be sent to you to complete. Places are not confirmed until we are in receipt of all the necessary documentation.
- 11.2.** Printed copies of all forms are available on the school website and paper copies are available from the school office. Please pop in and collect one or call and we will post one out to you.

<https://www.westcroft.devon.sch.uk/nursery-admissions-documents/>

- 11.3.** The closing dates for applications for the nursery intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

## **12. Information provided in an application**

- 12.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. 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.

- 12.2. **Before making an application** parents 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.
- 12.3. If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 12.4. You will be asked to provide **date of birth evidence** so we can check your child's age.

### 13. What happens next

- 13.1. 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 governing body prioritise applications according to the oversubscription criteria.
- 13.2. The applications will be listed in order of priority. We do not consider the sessions requested when prioritising the applications.
- 13.3. We will endeavour to give the hours requested on the application form. It is inevitable, however, that some parents who have been prioritised will not get the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.4. We will contact successful parents 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. Timescale for this are shown in the table below

### 14. Overview of the Admissions Process

<b>Visit the nursery in:</b>	Spring term	Summer term	Autumn term
<b>Apply by:</b>	1 May	1 September	1 January
<b>Admissions panel meet in:</b>	May	September	January
<b>Receive a letter about your application before:</b>	May half term	October half term	February half term
<b>Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
<b>Attend a Stay and Play Session:</b>	Summer term 2 <sup>nd</sup> Half	Autumn term 2 <sup>nd</sup> half	Spring term 2 <sup>nd</sup> half
<b>Start at Nursery</b>	September Autumn Term	January Spring term	April Summer term

### 15. Published Nursery Admissions Number (PNAN)

- 15.1. 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.

- 15.2. The governing body 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 on our website.
- 15.3. If there is an increase in the demand for places the governors 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.
- 15.4. The table below sets out our Published Nursery Admissions Number (PNAN) for 2023/2024 and 2024/2025 academic years

Age range of children	Maximum number of children per session	Class
The maximum number of 3 and 4-year-old children that will be admitted at any one time (per session) in the N2 cohort is:	39 per session	N2 – Butterflies
The maximum number of 2-year-old children that will be admitted at any one time (per session) in N1 cohort is	8 per session (may increase to 12 in Autumn term if rising 3s are low)	N1 – Caterpillars
The maximum number of 2,3 and 4-year-old children that will be admitted at any one time (per session) in N1 cohort is:	13 per session	N1 - Caterpillars

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

### OVERSUBSCRIPTION CRITERIA FOR **TWO YEAR OLDS**

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

1. Looked after Children<sup>[7]</sup> 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)<sup>[8]</sup> 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 with an exceptional medical or social need<sup>[9]</sup> to attend this nursery.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding<sup>[10]</sup> and Early Years Pupil Premium and /or Disability Access Funding** (from April 2024).

4. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding**<sup>[11]</sup>
5. Priority will next be given to children who live within the schools **designated area** and whose parents are working and **eligible for targeted two-year-old funding for working parents** [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**.
6. Priority will next be given to children who live within the schools **designated area** and whose parents are working and **eligible for targeted two-year-old funding for working parents** [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** 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**.
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**.
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 **targeted two-year-old funding for working parents and Early Years Pupil Premium and/or Disability Access 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**.
13. 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.
14. 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.
15. **Other children**.

<sup>[6]</sup> These children meet the eligibility criteria for two-year-old funding.

<sup>[7]</sup> 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.

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

<sup>[9]</sup> Evidence from a medical specialist or social worker must be provided.

<sup>[10]</sup> Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

<sup>[11]</sup> Parents 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<sup>[12]</sup>.

1. Looked after Children<sup>[13]</sup> 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)<sup>[14]</sup> 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 with an exceptional medical or social need<sup>[15]</sup> to attend this nursery.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding<sup>[16]</sup> (and Early Years Pupil Premium and/or Disability Access Funding** from April 2024).
4. 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**.
5. Priority will next be given to children who live within the schools **designated area** and whose parents are working and **eligible for the extended entitlement** of 15 hours from April 2024 or 30 hours from September 2025.
6. Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or nursery.
7. Priority will next be given to all other children who live in the schools **designated area**.
8. Priority will next be given to children who live **outside** of the schools designated area with a **sibling** at the school.
9. 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).
10. 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.
11. **Other children.**

<sup>[12]</sup> These children meet the eligibility criteria for two-year-old funding.

<sup>[13]</sup> 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.

<sup>[14]</sup> These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

<sup>[15]</sup> Evidence from a medical specialist or social worker must be provided.

<sup>[16]</sup> Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

## 16. Waiting lists

**16.1.** 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.

**16.2.** 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 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.

## 17. Increasing the hours attended

**17.1.** If there are parents 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 will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.

- 17.2. The admissions panel should work their way down this prioritised list until everyone has been offered the sessions available.
- 17.3. If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be made offered to children on the prioritised waiting list.

## 18. Admissions appeals

- 18.1. If a nursery place is refused, parents can go through the school's complaints process <https://www.westcroft.devon.sch.uk/policies/> to express their concerns. The governing body 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.

## 19. Transport

- 19.1. No transport is available for nursery children.

## 20. Uniform

- 20.1. Children attending West Croft Nursery **are not** expected to wear a uniform. We do ask that children wear a school jumper as they are a part of West Croft School. We sell jumpers with the school logo in the school office and we also run a pre-loved uniform area where items can be re-homed. Wearing uniform in the nursery is optional.

## 21. Claiming the Early Years Funding

- 21.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf based on the sessions that have been booked.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

## 22. Changes to attendance

- 22.1. 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 whose children already attend the nursery to **increase or change the times their child attends**.
  - b) **New applications** from parents whose children do not yet attend the nursery and are on the prioritised waiting List.
- 22.2. It is expected that parents will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school.

## 23. Induction and transition arrangements

**23.1.** Children are encouraged to attend for their full booked entitlement from the start. However, during the first week, we do run a settling in/getting to know you programme where parents are able to stay and play with their child to aid their transition into Nursery. If you have any concerns about this, or your child requires a tailored induction, please contact us as we will happily work with you to arrange a programme that works best for your child.

Prior to your child starting, you will be invited to some Stay and Play sessions to enable us to meet with you and your child. During these sessions we will distribute and collect in the necessary paperwork in preparation for your start date. These sessions are very useful for gathering information and to ask any questions you may have so please do attend if you can.

## 24. Contacts and further information

<b>Headteacher:</b>	Mrs C Marston
<b>Nursery Contact:</b>	Mrs D Wright
<b>E-mail:</b>	<a href="mailto:nursery@westcroft.devon.sch.uk">nursery@westcroft.devon.sch.uk</a>
<b>Telephone:</b>	01237 421573 (Nursery direct line) 01237 473548 (School office)
<b>Website:</b>	<a href="http://www.westcroft.devon.sch.uk">www.westcroft.devon.sch.uk</a>
<b>Social media:</b>	<a href="https://www.facebook.com/WestCroftSchoolDevon">https://www.facebook.com/WestCroftSchoolDevon</a> <a href="https://www.instagram.com/westcroftschooldevon/">https://www.instagram.com/westcroftschooldevon/</a>