

# EYFS Admissions Policy

## 2022-2023



**School: Prudhoe Castle First School**

**Head Teacher: Katie Jacobs**

### Named personnel with designated responsibility:

Academic Year	Lead	Nominated Local Governor	Chair of board of trustees
2021-2022	Katie Jacobs	Judith Meek	Rob Moore
2022-2023	Patricia Pearson	Judith Meek	Rob Moore

### Policy review dates

Review Date	Changes made	By whom	Date shared
October 2022			

EYFS ADMISSIONS POLICY  
PRUDHOE CASTLE FIRST SCHOOL

## Rationale

We aim to provide a clear, consistent and fair admissions procedure for all, particularly where we have more applications than places available.

We have the following places available:

- **Two-Year Old Provision:** The places in our two year old provision will be prioritised to families who qualify for the free 15 hours of childcare (Golden Ticket) for two-year-olds in the first instance. We accept children into our two year old provision in the term after they turn two (September 2021, January 2022 and April 2022). Our two year old provision has been set up to prepare children for transition into our Nursery Provision.
- **Children who turn three between 1st September 2022 and 31st March 2023 are eligible to attend 15 hours of our Nursery Provision.** The places in this provision are based on fifteen hours per week and are the transition group into our full time Nursery. Funding for this provision is via the 'Golden Ticket' or funded by parents. We have two intakes per year and children join the provision in the term that they turn three (January 2023 and April 2023).
- **30 Hours Nursery:** We continue to offer 30-hours per week of Nursery education for all children who turn three before 31 August 2022. Thirty hours per week in our Nursery is for children who turn three on or before 31st August 2022 and provides opportunities to transition into our Reception class. Please note that it is not necessary to qualify for the 30-hour funding in order to attend 30 hours in our Nursery, but the school needs to claim the funding for all children who do qualify.

## Two-Year Old Free Entitlement

A child can access a place in the two year old provision at the start of the term following their second birthday. Places in this provision are prioritised to families who qualify for the free 15 hours of childcare (golden ticket) in the first instance however, we do allow parents to pay for 15 hours of provision if they wish.

- Session Times:
  - **Monday – Friday 8:50 – 11:50**
- Attendance at all sessions is expected and persistent absence (less than 90% attendance) can lead to the withdrawal of a place and that place being offered to a child on the waiting list.

- Application process: Applications for places should be made in person at the School Office. Parents/carers will be asked to complete a FSM+ Eligibility Checker Form which will enable the School Office to check with Northumberland County Council in order to determine if the child qualifies for a funded place.

### **Three Year Old Provision**

Children who reach their third birthday between 1st September 2022 and 31st March 2023 can join this group which provides fifteen hours per week of nursery education. These places are either funded via the 'Golden Ticket' or if places are remaining, parental payment.

- Session Times in Rising Three Group:
  - **Monday – Friday 8:50 – 11:50 or,**
- Attendance at all sessions is expected and persistent absence (less than 90% attendance) can lead to the withdrawal of a place and that place being offered to a child on the waiting list.
- Application process: Applications for places in the Three Year old provision should be made in person at the School Office. Parents/carers will be asked to complete a FSM+ Eligibility Checker Form which will enable the School Office to check with Northumberland County Council in order to determine if the child will qualify for Free School Meals or Early Years Pupil Premium.

### **Thirty-hour Nursery Places**

Children who reach their third birthday on or before 31 August 2022 are entitled to thirty hours per week of nursery provision. Attendance at all sessions is expected and persistent absence (less than 90% attendance) can lead to the withdrawal of a place and that place being offered to a child on the waiting list.

- Session Times in Nursery: Monday to Friday: 8.50am – 3.00pm.
- Applications for places in Nursery should be made in person at the School Office. Parents/carers will be asked to use the Gov.uk website to check to see if they qualify for 30 hours funding. They will also be asked to complete a FSM+ Eligibility Checker Form which will enable the School Office to check with Northumberland County Council in order to determine if the child qualifies for Free School Meals or Early Years Pupil Premium.

## **Process for Making Offers**

First offers of a place for September 2022 will be made by letter by the school on or before 1st April 2022. If there are places available, offers can also be made after 1st April 2022 for late applications.

## **Intakes for two-year olds and three-year olds throughout the year**

Two Year Old Provision and Nursery admissions usually take place in September. If we have additional places, children can also be admitted in January and April in the term after they turn two or three:

- All offers of places for twos and rising threes are at the discretion of the Governing Body and will be made in the best interests of the children in our care.
- Parents who have submitted applications for their children for the following September will be contacted by letter offering their child a place starting in January or a place starting in April.
- The normal admissions criteria will be applied to these applications.

If places are available, offers for places in the January and April terms will be made as follows:

- January 2023: 4th November 2023
- April 2022: 17th February 2023

## **Admissions Process**

The school has an admissions panel consisting of four people with a range of expertise and including the Head Teacher and at least one governor. This panel meets regularly throughout the year to ensure a fair and transparent process in the offer of places in the two year old provision and Nursery.

Children with Education, Health and Care Plans where that plan names Prudhoe Castle First School will be offered a place.

If there are fewer applications than places available then every child will be offered a place. If there are more applications than places available, then the following oversubscription rules are applied and places are offered to children who are ranked highest. The admission criteria are set out in priority order below:

1. Looked after children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted.
2. Children already accessing their two-year old free entitlement in Prudhoe Castle First School Two Year Old Provision.

3. Children with a brother or sister (a sibling) in Prudhoe Castle First School two year old provision, Nursery class or in Prudhoe Castle First School in September 2021.
4. Children who qualify for the thirty-hours of funding for 3 and 4 year olds.
5. Children living nearest to the school: measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child.
6. Older children. This means that if there is one space left and two children meet all of the other admissions criteria, the older of the two will be given priority.
7. Special reasons such as:
  - a. Family breakdown,
  - b. Three or more children under five years old in one household,
  - c. Children who are at an educational disadvantage because their use of the English language is minimal or non-existent,
  - d. Home accommodation unsuitable for young children,
  - e. Failure to thrive socially, medically or psychologically,
  - f. Physical, sensory or learning difficulties.

Following the meeting of the Admissions Panel, parents/carers will be informed of the outcome. If an offer is made, the parents/carers will receive an offer letter and will be given a deadline for accepting the place. The deadline date will be specified in the letter. If there is not a space available, the parent/carer will receive a letter stating that their child is on our waiting list.

### **Acceptance of Offers**

In order to formally accept an offer, the parent/carer must submit the following documents by the specified deadline:

- Proof of Date of Birth (birth certificate or passport)
- Proof of child's address (one of the following):-
  - Recent Child Benefit letter or statement showing your name, the child's name and the home address OR bank statement with the home address showing recent payment of Child Benefit.
  - Recent Child Tax Credit letter or statement showing your name, the child's name and the home address OR bank statement showing recent payment of Child Tax Credit.

- o Child's medical card showing their home address.
- o Letter from social services or housing department confirming child's placement at address.
- Pupil Essential Data Form (available from the School Office)
- Contact Information Form (available from the School Office)
- FSM+ Eligibility Checker Form (available from the School Office) – this form collects information to assess whether your child is eligible for Free School Meals, Early Years Pupil Premium and 2 Year Old Funding
- Medical Information Form (available from the School Office)
- Photograph Permission Form (available from the School Office)
- Home School Agreement (available from the School Office)

If these documents are not received by the school by the specified deadline, the place will be offered to the next child on the waiting list who meets the criteria as stated above.

### **Waiting Lists**

If Prudhoe Castle First School has had to refuse a place in the two year old provision or Nursery because there are more applications than places available, we will keep a waiting list of applicants. If a place becomes available it will be offered to the applicant on the waiting list who ranks highest in accordance with the published admission rules. There is no appeal procedure for parents refused a place in the two year old provision or the Nursery class.

### **Parental Responsibility**

Parents who share responsibility for the care of their child are expected to reach agreement about a nursery placement between them. In the event of a dispute, the school will accept the application from the parent who receives, or is eligible for, the payment of the child benefit.

### **Attendance in our two year old provision and Nursery**

Parents/carers who accept an offer of a place in our two year old provision or Nursery classes are advised that attendance at all sessions is expected and persistent absence (less than 90% attendance) can lead to the withdrawal of the place and that place being offered to a child on the waiting list.

### **Definitions**

- A Looked After Child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An Adoption Order is an order made under section 46 of the Adoption and Children Act 2002.

- A Child Arrangements Order (previously known as a Residence Order) is an order outlining the arrangements as to the person with whom the child will live.
- A Special Guardianship Order is an order appointing one or more individuals to be a child's special guardian or guardians.