St Giles CE Primary School

Nursery Admissions Policy

September 2024 to August 2025

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1. Statement of intent

St. Giles CE Primary School aims to provide a nursery experience for children which is affordable, high quality and geared towards a smooth transition to primary school.

Derby Diocesan Academy Trust (DDAT) is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

2. Legal framework

2.1 This policy has due regard to legislation and guidance including, but not limited to, the following:

Legislation

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)

Guidance

- DfE (2021) 'School Admissions Code' School Admissions Code
- DfE (2022) 'School Admission Appeals Code' School Admission Appeals Code
- DfE (2024) 'Early Education and Childcare' https://www.gov.uk/government/publications/early-education-and-childcare--2/early-education-and-childcare-applies-from-1-april-2024

- DfE (2024-25) Early Years Entitlements: Local Authority Funding Operational Guide 2024-24 https://www.gov.uk/government/publications/early-years-funding-2024-to-2025/early-years-entitlements-local-authority-funding-operational-guide-2024-to-2025

3. Free childcare arrangements

3.1 The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined below.

3.2 Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

3.3 With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday

- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

3.4 The nursery can accommodate a maximum of 13 FTE nursery children over the week.

3.5 The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare. The nursery is able to accommodate 13 children eligible for 30 hours free childcare (or 26 children accessing 15 hours free childcare).

3.6 For children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a prorated number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

3.7 The LA will ensure that any three or four year olds moving to England from another country can access their free place on the same basis as other children.

3.8 Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the digital childcare service. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year.

4. Eligibility for 30 hours free childcare

4.1 Parents of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours free childcare.

4.2 Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months).

4.3 The parent is seeking the free childcare to enable them to work:

- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent has recourse to public funds

4.4 Parents should check their own eligibility for the scheme using the government's Childcare Choices website or childcare calculator. If parents are eligible, they will be directed to the digital childcare service to apply.

4.5 Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible. If eligible, parents must provide St Giles Primary CE School with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the nursery with this information as soon as possible in order to avoid delay. Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

4.6 The LA will audit the eligibility codes at several points during the year to identify any parents who have fallen out of free childcare eligibility. The LA will notify the nursery as soon as possible where parents have fallen out of their eligibility. The nursery will then notify parents within five working days.

4.7 If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. If a parent falls into their grace period before their child has started a 30-hour place, they should not take up their 30-hour place. The grace period will not continue once a child has reached compulsory school age. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

4.8 A parent who becomes ineligible during the first half of a funding block will have their free childcare funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as their child remains under the compulsory school age, whichever is shorter. A parent who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as their child remains under the compulsory school age, whichever is shorter. If a parent becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care for their child.

4.9 Other information related to the 30 hours free childcare scheme can be found in the nursery's Nursery Fees Policy.

5. Application timetable

5.1 A child is deemed to be of nursery age from the beginning of the term following their third birthday (see section 3.3).

5.2 Parents may register their interest in a place at the nursery at any time during the year following their child's third birthday. Please note registering your child does not guarantee school has a confirmed place available (see 5.5).

5.3 Formal applications for nursery places must be made as set out in the table below.

A child born between:	Will be eligible for a free place from:	Register in school by:
1st April and 31st August (inclusive)	**1st September** (or from the start of the **Autumn** term following their 3rd Birthday).	**1st July**
1st September and 31st December (inclusive)	**1st January** (or from the start of the **Spring** term following their 3rd Birthday, if spaces are available).	**1st December**

1st January and 31st March (inclusive)	**1st April** (or the start of the **Summer** term following their 3rd Birthday, if spaces are available).	**1st March**

5.4 Application forms can be obtained from the main school office or from the school's website: https://www.stgilesceprimarymatlock.co.uk/

5.5 Acceptance and non-acceptance letters will be sent out 10 working days after receipt of your application.

5.6 Where places are remaining, later admissions are possible, up to the agreed admissions limit.

5.7 Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

6. Additional costs

6.1 St Giles Nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Meals (£2.50)
- Nappy (£1)
- Pack of wipes (£2)
- Sun cream (£2.50)
- School trips (This will vary depending on where we go on the trip).

6.2 Where charges are made in line with 6.1, parents are expected to pay for these.

6.3 Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery.

6.4 The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

7. Oversubscription

7.1 Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

7.2 Children with an EHC plan that does not name the school will be referred to the school's admissions team to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

7.3 The Local Academy Committee may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the school.

7.4 The oversubscription criteria, set out in priority order, are as follows:

- LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order.
- IAPLAC - Internationally Adopted Previously Looked After Children. For children who were in state care outside of England and were then adopted, you must submit evidence with your application so this priority can be verified. The evidence must show your child's adoption (an adoption order or adoption birth certificate); and - that they were in state care outside England (a letter from the state).
- Children living within the beneficial area of the School* (i.e. within the boundary of the ecclesiastical parish of Matlock) and children living in the village of Riber.
- Siblings** attending the School at the time of the proposed admission.
- All other children.

Definitions

Beneficial area of the school: As defined in the map included at Appendix A and at Derbyshire Mapping Portal (click on map legend (top right), select school catchment area, enter school name in field (top left hand side))

*** A sibling:*

(a) a half-sibling

(b) a legally adopted/fostered child being regarded as a sibling

(c) a step-sibling residing in the same family unit

(d) a child of a parent's partner living in the same family unit

Tie Break

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

8. Reserve list

8.1 In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.

8.2 If a place becomes available, the nursery will contact the parents of the child at the top of the list.

8.3 The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.

8.4 Placing a child's name on the reserve list does not guarantee that a place will become available.

9. Withdrawing offers

9.1 Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within three weeks
- A child is in receipt of more than their entitlement of nursery education

10. Refusal of admission

10.1 A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

10.2 Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

10.3 Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

11. Admission to Reception

11.1 If parents wish for their child to remain at St Giles CE Primary School once their child reaches the compulsory school age, they must complete a Reception application form by the January, Derbyshire County Council's closing date to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.

11.2 Securing a place within the nursery does not automatically entitle the child to a place in the school. An application will need to be made and this application will be subject to the same admissions criteria as those made by parents outside of the nursery. Please see the DfE guidelines around school admissions criteria - https://www.gov.uk/schools- admissions

12. Data protection

12.1 The nursery will act in compliance with the Data Protection Policy when processing personal data.

12.2 When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

12.3 The nursery will act in compliance with the Data Protection Policy when processing personal data. The Trust Data Protection Policy and Privacy Notice can be accessed on the website: www.ddat.org.uk

13. Policy review

13.1 This policy is reviewed annually by the Local Academy Committee and headteacher.

13.2 The scheduled review date for this policy is August 2025.

