Carrwood Primary School

Petals & Nursery Admissions Policy 2027-2028

Date:	**January 2026**
Review Date:	**January 2027**
Signed by Chair of LGB:	Paul Gibbs

Introduction

Good quality pre-school experiences are directly related to the better cognitive, social and behavioural development of young children.

The Childcare Act 2006 requires local authorities, health agencies and other partners to work together to tackle childhood poverty and reduce inequalities between young children aged 0-5. Local authorities are required to take the lead in ensuring sufficiency of childcare and ensure information on early childhood services reaches all parents, especially those who may find it difficult to access them.

The Family Information Service can provide information for families through a helpline, around Early Years funded providers, Children's Centres and a range of outreach activities.

All registered early years funded providers work within the framework of the Early Years Foundation Stage.

The types of settings providing early years foundation stage provision includes:

- Nursery schools
- Nursery classes in primary schools
- Day nurseries
- Pre-schools
- Childminders
- Independent schools
- Out of school childcare

This policy applies to maintained nursery schools and nursery classes in primary schools. Each school is responsible for admission to nursery classes in community and voluntary controlled schools and community and voluntary controlled nursery schools. Following the principle of community provision, both Catholic and Church of England Diocesan Authorities advise voluntary aided, and foundation primary schools to operate the Council's admission policy.

Entitlement

1. Every 3 and 4-year-old child is entitled to 15 hours funded early years education in the term following their 3rd birthday. This is known as the universal offer.

2. Some 3 and 4 year old children whose parents are working are also entitled to an additional 15 hours funded early years education in the term following their 3rd birthday until they attend reception class (see eligibility criteria section below). This is known as the extended entitlement.

3. Parents/carers can be offered some flexibility in how they take up their hours each week but this may depend on agreement, ability and arrangements made with providers. Parents are allowed to split their entitlement between different settings. Parents do not have a right and so will not be allowed to defer allocation of sessions to following weeks or terms.

4. Children will take up places at the start of the term, moving children from one nursery setting to another mid-term is not recommended unless there is evidence of exceptional circumstances for doing so.

   For admission purposes the start of the term is defined as 1st September, 1st January and the first Monday following Easter Break.

5. Parent/ carers may be able to purchase extra sessions in addition to the full entitlement either universal or where applicable extended entitlement.

Pupils with an Education, Health and Care Plan
The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to that school.

Eligibility Criteria
All parents of 2, 3 and 4 year olds must prove that they are eligible for a Funded Early Education place. All providers must check eligibility before a place is offered and a parental agreement completed.

Eligibility for 2 year olds
Parents/ Carers have to meet one of the following criteria to be eligible. Eligibility has to be checked prior to offering a place. For guidance on how to check visit Bradford Schools Online.

- 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
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- 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
- have 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

You may have to pay for extra costs like meals, nappies or trips.

Eligibiltiy for 2 years old of working parents
It is up to the HMRC to determine eligibility of parents and not providers. All queries around eligibility must be directed back to HMRC. **Tel: 0300 123 4097**

If parents think they meet the criteria below they need to go to the Childcare Choices website and apply for an eligibility code. If they are successful they will be given an 11 digit HMRC eligibility code, parents must give the code to all the providers who are offering funded hours for their children. Providers must check the code using Bradford Funded Hours Checker

Once the code is verified a place can be offered if a place is available.

Currently, you will be able to get 15 hours free childcare for 2 year olds if:

- You, and your partner if you have one, are in paid work.
- You, and your partner if you have one, earn at least the equivalent of 16 hours a week at National Living Wage.
- You, and your partner if you have one, each earn less than £100,000 annually.
- You have a National Insurance Number.
- There are times when people may be unable to work. This could be due to maternity, paternity or adoption leave, or one of you are unable to work due to a disability or caring responsibilities. In these cases, you could still be eligible. To qualify for 30 hours free childcare, you need to be back in work within 31 days of when you first apply for the scheme.
  It is important to remember that you can claim Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare at the same time as you get 30 hours free childcare.

When to apply 15 hours free childcare
In England, you can currently apply for 15 hours free childcare from when your child is 23 weeks old.
When your child was born and what term you can get the free hours from will determine when you should apply to receive your code in time.

- **If your child turns nine months between 1st September and 31st December,** you can start getting the 15 hours from the term starting after 1st January.
  It is recommended that you apply before 30th November.

- **If your child turns nine months between 1st January and 31st March,** you can start getting the 15 hours from the term starting on or after 1st April.
  It is recommended that you apply before 28th February.

- **If your child turns nine months between 1st April and 31st August,** you can start getting the 15 hours from the term starting on or after 1st September.
  It is recommended that you apply before 31st July.

You must have a valid code by the end of the month before a new term starts. Please check with your childcare provider for the exact dates.

PLEASE NOTE WE ONLY PROVIDE CHILDCARE FOR CHILDREN FOLLOWING THE TERM AFTER THEIR SECOND BIRTHDAY.

Eligibility for 3 and 4 year olds

Universal entitlement (15 Hours):
Children are eligible the term after their 3rd birthday, birth certificates or passports must be checked to determine eligible date of birth.

Extended entitlement (30 Hours):
It is up to the HMRC to determine eligibility of parents and not providers. All queries around eligibility must be directed back to HMRC. **Tel: 0300 123 4097**

If parents think they meet the criteria below they need to go to the Childcare Choices website and apply for an eligibility code. If they are successful they will be given an 11 digit HMRC eligibility code, parents must give the code to all the providers who are offering funded hours for their children. Providers must check the code using Bradford Funded Hours Checker

Once the code is verified a place can be offered if a place is available.

Currently, you will be able to get 30 hours free childcare if:

- You, and your partner if you have one, are in paid work.
- You, and your partner if you have one, earn at least the equivalent of 16 hours a week at National Living Wage.
- You, and your partner if you have one, each earn less than £100,000 annually.
- You have a National Insurance Number.
- There are times when people may be unable to work. This could be due to maternity, paternity or adoption leave, or one of you are unable to work due to a disability or caring responsibilities. In these cases, you could still be eligible. To qualify for 30 hours free childcare, you need to be back in work within 31 days of when you first apply for the scheme.
  It is important to remember that you can claim Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare at the same time as you get 30 hours free childcare.

When to apply 30 hours free childcare
In England, you can currently apply for 30 hours free childcare from when your child is 2 years and 36 weeks old.
When your child was born and what term you can get the free hours from will determine when you should apply to receive your code in time.

- **If your child turns three between 1st September and 31st December,** you can start getting the 30 hours from the term starting after 1st January.
  It is recommended that you apply before 30th November.

- **If your child turns three between 1st January and 31st March,** you can start getting the 30 hours from the term starting on or after 1st April.
  It is recommended that you apply before 28th February.

- **If your child turns three between 1st April and 31st August,** you can start getting the 30 hours from the term starting on or after 1st September.
  It is recommended that you apply before 31st July.

You must have a valid code by the end of the month before a new term starts. Please check with your childcare provider for the exact dates.

Allocation of Places
If there are more applications for a nursery class than there are places available, the oversubscription criteria will be used to allocate places.

For primary or all through schools delivering 2-year-old Early Years provision, children in this provision will be given priority into the 3 to 4-year-old nursery classes to ensure continuity in their early years education

Priority will then be given to children that have their 4th birthday between 1st September and 31st August of the academic year of which they are applying for a place.

Oversubscription Criteria:
Places in a nursery class will be allocated to children in the following priority order:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.

2. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the nursery is the only suitable nursery to meet the child's needs and why no other nursery could provide the appropriate support for the child.

3. Entitled children aged 2 currently in 2 year old Early Years provision within the school.

4. For primary schools with an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance and live within the priority area – 'sibling' includes biological brothers and sisters, as well as stepchildren and fostered children who are part of the same family living at the same address, but does **not** include cousins or children from different families sharing the same house. Where a family of twins or triplet request admission and there is only one place available, the remaining sibling(s) will also be offered a place above the admission number.

5. For primary schools with an admission priority area, children living within the priority area.

6. Other children living closest to the school's main entrance – this will be determined using the Authority's Graphical Information System process and will be the distance between the child's home address and the school's main entrance measured in a straight line. A child's "home address" is the address at which they live permanently. Where a child lives with parents with shared responsibility, the parents must decide which address to use for the allocation process. We cannot use the address of a relative or childminder.

Notes:
(a) The offer of a place at a nursery attached to a primary school does not guarantee the child a place in the reception class at the same school. A fresh application will be

required in accordance with the criteria for admission to reception classes.

(b) A child is of compulsory school age at the beginning of the term following the child's fifth birthday. Generally children leave nursery to enter reception in the school year in which they have their fifth birthday and commence full time education before reaching compulsory school age. Only in exceptional circumstances can children remain in the nursery beyond the normal admission date for reception classes. However where a parent insists, a child may remain in nursery class until the end of the term in which they have their fifth birthday. **Parents of summer born children will need to apply for a year 1 place, rather than a reception place, in order to keep the child with their chronological age group**.

(c) Schools must ensure continuity of provision for any child remaining in their nursery until entering another school at a later date. As some primary schools operate a 2 point entry into reception it should not be assumed that the child will be leaving nursery at the end of the summer term.

(d) Not all primary schools have a nursery class.

(e) Due regard must be made to the Council's Continence Guidance 'Promoting Personal Care and Inclusive Practice' in line Equalities Act 2010 when admitting children to a nursery setting.

(f) Induction and attendance arrangements for a nursery class in a primary school are at the discretion of and decided by each school.

(g) Regular attendance is required to maintain a place in a nursery class, close liaison should take place with health visitors or social workers if there are concerns regarding a child's attendance.

(h) No place will be allocated without the completion of a Parent Agreement Form. See Appendix B.

(i) Vacancies arising during a school year should be filled from the school waiting list using the published criteria. Please also refer to point 4 of the 'Entitlement 'section page 2.

(j) If a chosen nursery has no vacancies parents should be advised to contact the Families Information Service for advice on other early years providers and settings.

(k) There are no statutory appeal entitlements for parents/carers refused a nursery place at a school with a nursery class. Parents should follow the following procedure if they have cause to complain:

- Put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaints procedure. They will however need to comply with the published rules for admitting children to their nursery class.
- Where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.