

Admissions Policy 2025/2026

INTRODUCTION

St Giles Nursery School welcomes admissions from the locality and beyond. When considering admissions, the Headteacher and Governing Body will use the criteria outlined in this policy to allocate places fairly and transparently. Appendix A at the end of this policy sets out the criteria for funded places for 9 months - 4 years olds.

To apply for a place parents/carers need to complete an application form. This is available on our website or by contacting Nursery. These can be translated as required.

Session timings and options will be reviewed each year to reflect the needs of our community. Details of options available will be published on our website or can be gained through contacting the school directly.

Expansion of Early Years Funded Provision

Age 9-23 months					Age 2 years					Age 3-4 years				
Working families*					Eligible families*					All families*				
NOW	APR 24	SEP 24	SEP 25		NOW	APR 24	SEP 24	SEP 25		NOW	APR 24	SEP 24	SEP 25	
---	---	15 HOURS	30 HOURS		15 HOURS	15 HOURS	15 HOURS	15 HOURS		15 HOURS	15 HOURS	15 HOURS	15 HOURS	
					Working families*					Working families*				
NOW	APR 24	SEP 24	SEP 25		NOW	APR 24	SEP 24	SEP 25		NOW	APR 24	SEP 24	SEP 25	
---	---	15 HOURS	30 HOURS		---	15 HOURS	15 HOURS	30 HOURS		30 HOURS	30 HOURS	30 HOURS	30 HOURS	

PLACES FOR 6 MONTHS – 2 YEARS

We have 3 places for children (2024-25). These are accessible on a first come basis and a waiting list will be created once capacity is met. Places may be increased with additional staffing if available funding for 9 months working family is supported alongside purchased places. You will be asked to pay a consumables charge and you will be asked to pay for extra costs like snacks, meals, nappies or trips.

PLACES FOR 2 YEAR OLDS

Funded childcare for *eligible** 2 year olds provides up to 15 hours per week during term time.

Families will qualify for *eligible** childcare for their 2 year old if they meet any of the below criteria:

- 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, not including benefit payments.
- tax credits and you have a household income of £16,190 or less a year, before tax
- the guaranteed element of State Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- 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

You will be required to pay for extra costs like snacks, meals, nappies or trips.

An application form must be completed and submitted to the Early Years Entitlement team by a parent directly or by a professional working with the family (e.g. Health Visitor, Nursery Manager, Family Support Worker, Social Worker). Complete an [Early Years Entitlement for 2 Year Olds - Application Form](#).

Funded places are confirmed on an individual basis directly with the parent/carer detailed on the application. Children become eligible for the 2 Year Old entitlement from the term after their second birthday. Eligibility continues until the end of the school term in which the child turns 3 years, this ensures a seamless transition to the free Early Years Entitlement for 3 and 4 year olds.

Working families are eligible for 2 year old 15 hours funding from April 2024 and 30 hours from September 2025. An application must be submitted through www.childcarechoices.gov.uk Eligibility codes will need to be renewed every 3 months. If the working funding code has lapsed, it must be renewed during the 'Grace-Period' to secure the place. Once the 'Grace-Period' has expired, St Giles Nursery School reserves the right to withdraw the place. Twenty (20) 15-hour places will be reserved for pupils with Working Families 15 hour codes.

If the school has enough places for all of the children applying, then they will all be offered a place. However, if there are more applicants than places available, the following process will be followed.

If a child is applying mid-term and requires an immediate start and there is a space available then they will be admitted as soon as their paperwork has been processed.

St Giles Nursery School offers up to 40 places (Garden Room, Explorers' Room and FlowerPot Room) per half day session for 2 year olds. Priority will be given to children entitled to *eligible* funded places. Other vacancies will be offered to working families. Our September intake will be considered on the last day of June. This process will adhere to the priority criteria:

1. All looked after and all previously looked after children
2. Children who have an Education and Health Care plan
3. Children with a 'Child in Need Plan' or a 'Child Protection Plan'
4. A brother or sister attending St Giles Nursery school at the time of application who will still be attending at the expected time of admission
5. Children who will be taking either a full 15 hours through eligible childcare.
6. Children who have a working family code.
7. Closest distance from home to St Giles Nursery School (measured using google maps driving distance)

Further applications following this intake will be considered at the time of receipt until capacity is reached. St Giles Nursery School reserves the right to expand our 2 year old provision termly in response to community need. Expansion will aim to prioritise *eligible* families for funded places at a ratio of 60:40 respectively.

PLACES FOR 3 AND 4 YEAR OLDS

All families are entitled to access funded nursery education on a part-time basis (15 hours per week) from the beginning of the term after their third birthday.

Some *working families* will be entitled to 30 hours of Early Education and Childcare. Parents of three and four year olds will need to meet the following criteria in order to be eligible;

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- Over the next 3 months they must expect to earn at least £1,976 if aged 23 or over, £1,909 if aged 21 or 22, £1,420 if aged 18 to 20 or £1,000 if under 18 or an apprentice.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where 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.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

If a parent loses eligibility:

- They will receive a “grace period” – this means they will be able to keep their childcare for a short period.
- Once the “grace period” has lapsed, the parent may be entitled to the universal 15 hour entitlement.

To apply for a place parent/carers need to return an application form. Application forms can be downloaded from the school website or we can post them out on request.

If the school has enough places for all of the children applying, then they will all be offered a place. However, if there are more applicants than places the following process will be followed.

Applications will be split in to 30 hour and 15 hour applications. We will offer a balance of 15 hour and 30 hour places across the Nursery. For the purposes of this exercise children that are entitled to 30 hours but only wish to take the 15 hour option at St Giles Nursery School will be considered ‘15 hour places’.

Both the 15 hour applications and the 30 hour applications will be allocated places in the same order using the following priority criteria:

1. All looked after and all previously looked after children
2. Children who have an Education and Health Care plan
3. Children with a ‘Child in Need Plan’ or a ‘Child Protection Plan’
4. A brother or sister attending St Giles Nursery school at the time of application who will still be attending at the expected time of admission
5. Children who will be taking either a full 15 hours or a full 30 hours entitlement with us
6. Closest distance from home to St Giles Nursery School (measured using google maps driving distance)

Once all 15 hour places and 30 hour places have been allocated, if any spaces remain they will be offered to the outstanding applicants in the other group continuing to use the criteria above until all applicants have a place or the school has reached its maximum admission number. If distance is not sufficient to distinguish between applicants for the last place then a lottery will be conducted.

In the event that one 15 hour session (e.g. mornings) has more applicants than places but we still have other 15 hour sessions available, children who meet criteria 1-3 will be offered a place first then all remaining children will be entered in to a ballot for the remaining available places. This gives each and every child an equal chance of being allocated a place for the session that they requested. All applicants’ names will be placed in a box and will be drawn out and recorded one by one until all session places have been filled. Twins will be treated as one application for the purposes of the ballot to ensure they can attend the same session times. The ballot committee will consist of the Head teacher, Admissions Officer and a member of the Governing Body. Applicants who were not successful in the ballot will receive an offer of a place in the alternative available session.

We will retain a list of unsuccessful applicants and in the event of spaces becoming available during the academic year, they will be offered from the waiting list in line with the admissions criteria given above.

Should parents/carers turn down an offer of a place due to it not being their preferred session, their child’s name will go on a waiting list for consideration if a vacancy arises during the year. However, if a child is already attending the Nursery (having accepted a place even though it was not their

preferred session) then that child will be offered the vacant place first.

If there are places remaining after the initial allocation for the start of the school year in September, these can be offered to children who become three years of age on or after September 1st and will be offered in line with admission criteria as set out in this policy.

- Children born between September 1st and December 31st may be offered a place from January.
- Children born between January 1st and March 31st may be offered a place from April.

Applications will be considered based on time of receipt. Once we have made an offer we can consider withdrawing the place in the following cases:

- Where a fraudulent or intentionally misleading application led to an offer of a place. For example, a false address was given which denied a place to a child with a stronger claim.
- Where parents/carers do not respond to our offer or any of our follow-up letters.
- Where an error has led to an offer of a place.

FUNDED ATTENDANCE OPTIONS

	Eligible families	Working families	All families
15 hours 3 hour sessions (AM or PM daily)	Yes <i>Valid code required</i>	Yes <i>Valid code required</i>	Yes
15 hours 6 hour sessions with lunchtime (Tues-Thurs 8.30-2.30)	No	Yes with fee for hot lunches and a consumables fee <i>Valid code required</i>	No
30 hours 6 hour sessions (Mon-Fri 8.30-2.30)	No	Yes with fee for hot lunches and a consumables fee <i>Valid code required</i>	No
30 hours 6 hour sessions (Tues-Fri 8.30-4)	No	Yes with fee for hot lunches and a consumables fee <i>Valid code required</i>	No

BOLT-ON SERVICES (please note that these sessions will incur a fee – see Charging Policy for current fees)

Breakfast Club	from 8am
Evening Session	until 4pm (3&4 year olds only)/ 5.30pm
Lunchtime session	1 hour

ADDITIONAL NOTES

The Governors and Headteacher of the school are responsible for publishing this policy. Parents and Carers should contact the school for more details.

There is no legal requirement that nursery children must have a place in a class or school and as such, there is no right of appeal against a decision not to offer a child a place at a particular nursery

school or class.

Attendance at the nursery will not guarantee admission to any Reception class and does not give advantage to the child's application to any Reception class.

A separate application for admission to Reception class will always have to be made.

Lincolnshire County Council has an inclusive education policy and children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2002. This includes reasons such as:

- Developmental delays, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training.
- Additional educational needs, including emotional or behavioral difficulties.
- Physical or sensory impairment.

Looked After and Post Looked After: Definition

Sometimes referred to as child in public care, a looked after child is a child in the care of the local authority or is provided with accommodation by a Local Authority in accordance with section 22(1) of the Children's Act 1989, at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Children in Need: Definition

Section 18 (10) Children Act 1989 says that a child is defined as being in need if:

- a) he is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a Local Authority under Part III of the Children Act 1989, or
- b) his health or development is likely to be significantly impaired or further impaired, without the provision for him of such services, or
- c) he is disabled.

In practice any child who meets the following criteria should be regarded as a Child in Need:

- Those referred by Social Services, with particular reference to those considered to be at risk in terms of child abuse
- Those with a Child in Need Plan
- Those with a Child Protection Plan

Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission.

In all cases both siblings must live at the same address.

A sibling is defined as;

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister

- a legally adopted child,
- a child legally adopted by a biological or step-parent

Home Address

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

Settling In

The first few weeks when a child is settling into a nursery setting is a time of crucial importance to their later happiness in the setting.

Before a child starts to attend the setting, we use a variety of ways to provide families with relevant information. This includes written information (including our welcome pack and policies), electronic copies, and individual meetings with parents/carers; Before a child begins, we provide opportunities for the child and his/her parents/carers to visit the setting and may offer a home-visit in discussion with the family.

Before a child starts to attend, we work with his/her parents/carers to decide on the best way to support the child into settling at the nursery. This will be recorded on the child's settling plan and shared with all staff. We will provide each child with an "All about Me" book or box, the book has the potential to inform records and the box prompts valuable discussion with the child. Parents/Carers and staff work together to complete an entry profile about the child.

All children are individuals and while some children will adjust fairly easily to the new environment and new routines, others will take longer to feel comfortable and secure. Our Nursery supports this through a welcome visit with the family, some further settling visits where the family may leave the child for agreed periods before the child stays independently. We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We want you to have confidence in your children's well-being and your role as active partners with nursery.

We aim to make the nursery a welcome place where children settle quickly and easily, consideration will be given to the individual needs and circumstances of children and their families.

During the settling in period, each child and family will be allocated a key person and made aware of the second key-person. We encourage parents/carers and children to attend settling in sessions before they start, this gains familiarity with staff, peers and routines.

Before a child starts we explain and complete with his/her parents/carers the child's registration records. We reassure parents/carers who are anxious about their child by giving them information about their child's activities and welfare whilst at the setting. Parents are encouraged to contact the nursery to enquire about their child if they wish.

Children are welcome to bring comfort objects to the setting; this includes blankets, teddies or any other object appropriate and these will be stored in their bags when they are not needed.

The nursery welcomes extended family and encourages parents/carers to visit us.

Your child's first experience of Nursery is an hour welcome visit

This will provide:

- an opportunity for both child and parents to meet the Nursery Team and talk with staff
- the opportunity for parents to have individual discussion with the Family Wellbeing Practitioner to discuss any concerns about their child. These concerns can be very varied in nature and include health or family problems, fears about how the child may or may not settle in school, questions about the Early Years Foundation Stage curriculum and general Nursery School routine, and about school life. We will also provide information and images to share with the family and child to support their understanding of Nursery School life;
- the child with an opportunity to have individual contact with the Key Person and to be able to share whatever is important to them;
- The Key Person and Family Wellbeing Practitioner may gain information which is a vital part of the settling-in process and will help them when working with the child in nursery, such as likes and dislikes, favourite activities, position in family and previous pre-school experiences.

Moving through school and between rooms

Transitioning into School

Adoption date: September 2025

Review date: September 2026