

# **Admissions Policy**

**Cluster of  
Adderley Nursery School  
Highfield Nursery School  
Gracelands Nursery School  
Jakeman Nursery School**

**Date agreed by the Governing Body: 20 September 2022  
Sean Delaney Chair of Governing Body  
Local Committee 20 October 2022**

Our schools follow the Birmingham City Council Admissions Criteria

## **Early Education Entitlement (2, 3 and 4 year olds)**

### **Birmingham City Council Admissions Criteria – 2022-2023 Academic Year**

#### **Admissions Criteria for Local Authority nursery classes and schools**

#### **Admission Criteria for Local Authority Community Day Nurseries, Nursery Schools and Nursery Classes**

Section 7 of the Childcare Act 2006 sets out the requirements for local authorities to provide free early years provision for all three and four year olds. Regulations under the Act set out the number of hours and type of provision which must be secured, and the ages of the children who must receive it. The current regulations require local authorities to ensure free provision is available from the start of the term following a child's third birthday, for no fewer than 38 weeks in any year; and for 15 hours in respect of each of those 38 weeks.

#### **Criteria for the allocation of the Free Early Years Entitlement in LA nursery schools and classes**

All 3 and 4 year olds are entitled to 15 hours a week of free early learning.

Maintained Primary Schools with a nursery class should offer their places to all children on a part-time basis. Where a nursery has more applications for free entitlement places than there are places available, the following criteria shall apply:

1. Children (siblings) with an older brother or sister already at the school (or at a linked school on the same or nearby site) who will still be in attendance at the time the sibling enters the school (subject to age restrictions below). Siblings are considered to be those children who live at the same address and either:

- have one or both natural parents in common;
- are related by a parent's marriage;
- are adopted or fostered by a common parent.

2. Children who live nearest to the school.

Within each of these categories, priority is given to those who live nearest to the school, by straight-line measurement to one fixed point in the school.

#### **Age constraints**

Admission to LA nursery schools and classes is in the term following the child's third birthday for the universal 15 hours provision.

#### **Transfer to primary schools**

Parents should not be led to believe that the offer of a nursery place is dependent upon a commitment that their child will enter the school's reception class. There can be no guarantee that a child in the nursery class of a primary school will be able to transfer to the reception class of the same school.

#### **Religious or denominational allegiance**

Religious or denominational allegiance should not affect the priority given to a child's access to a nursery place.

### **Home addresses**

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either:

1. Owned by the child's parent(s), or the person with parental responsibility for the child;
2. Leased to or rented by the child's parent(s), or the person with parental responsibility.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a school is allocated on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **Children not resident in the area of Birmingham City Council**

Children not resident in the area of Birmingham City Council may be admitted to a Birmingham LA nursery school or class in line with the criteria above.

### **Which two year old children are eligible?**

Free childcare places are available for two year old children from families who meet the eligibility criteria also used for free school meals. The eligibility criteria for free school meals includes:

- Universal credit
- Income support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance (If you are unable to work due to illness or a disability)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of the State Pension Credit; or Child Tax Credit, provided they have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC). Parents can evidence the HMRC assessment by providing providers with their form TC602
- Working Tax Credits (including those in receipt during the four-week period immediately after their employment ceases, or after they start to work fewer than 16 hours per week) with a household income of less than £16,190 as assessed by HMRC. Parents can evidence the HMRC assessment by providing providers with their form TC602.
- The child is looked after by their local authority.
- The child who has left care through special guardianship or an adoption or residence order.
- The child has a current statement of special educational needs or an Education, Health and Care plan.
- The child is in receipt of the Disability Living Allowance.

### **Extended free childcare - 30 hours**

All 3 and 4 year olds are entitled to 15 hours a week of free early learning.

From September 2017 the government committed to doubling the amount of free childcare from 15 to 30 hours a week for working parents of 3 and 4 year olds.

Eligible working parents will be able to access the additional free childcare in Ofsted registered childminders, schools, nurseries and out of school club who have registered to provide Early Education Entitlement places with Birmingham City Council.

A child is entitled to 30 hours childcare the term after their third birthday or from the term after their family becomes eligible. ;Parents will need to confirm that they remain eligible every three months. The eligibility criteria is set out below.

- The parent of the child (and their partner where applicable) should also be in qualifying paid work. The definition of qualifying paid work is each parent or the single parent in a lone parent household will need to expect to earn the equivalent of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter. This applies whether you are in paid employment, self employed or on zero hours contract.
- Where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work.
- Where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid 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 in order to qualify for the extended entitlement.
- If either or both parents' income exceeds £100,000 they will not be eligible for the extended entitlement.

For more information parents should view the Childcare Choices Website

Use the childcare calculator on the GOV.UK website to check what help you could get with childcare costs.

### **Instructions for parents to apply for and reserve a 30 hours place**

Parents **must** apply for the extended entitlement through the digital childcare service (not through their local authority or provider). HMRC is responsible for checking whether a parent is eligible and issuing an eligibility code. **If parents encounter any problems with the application process or accessing the childcare account, they should direct their queries to the childcare service Customer Interaction Centre on 0300 123 4097**

### **How will parents know what to do?**

Parents can check whether they could be eligible for a range of government childcare offers, including 30 hours, via Childcare Choices at: <https://www.childcarechoices.gov.uk> or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator> . Those who could be eligible for 30 hours and/or Tax-Free Childcare will be directed to the digital childcare service to apply.

The eligibility criteria for 30 hours and Tax-Free Childcare are broadly aligned. For a more detailed guide to the 30 hours eligibility criteria see:

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>.

Parents will be able to apply for both 30 hours and Tax-Free Childcare at the same time by entering their details once. HMRC will check parents' eligibility for both schemes at the same time. Parents will be able to apply for Tax-Free Childcare and the extended entitlement through the digital childcare service.

**Parents will not need to apply through the digital childcare service if they only want to claim the universal 15 hours entitlement for three and four year olds.**

### **What can local authorities and/or providers do to help?**

Direct parents to Childcare Choices and the Childcare Calculator to learn more about which offers might be best for them, whether they're likely to be eligible, and how to apply.

- <https://www.childcarechoices.gov.uk>
- <https://www.gov.uk/childcare-calculator>

- Use the 30 Hours Eligibility Guide to help parents understand if they're eligible. You can download a copy at:
- <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>
- Direct parents to the Childcare Choices website if they're not sure where to apply for 30 hours.
- <https://www.childcarechoices.gov.uk>
- **Reassure parents who don't want to use Tax-Free Childcare** that they should still apply via the digital childcare service (they can choose to apply for the extended entitlement only). If they are receiving financial support through tax credits and only want to take up 30 hours, they can choose not to apply for Tax- Free Childcare (and keep their tax credits) as part of the application.
- **Tell parents they do not need to apply via the digital service if they only want the universal 15 hours entitlement for 3 and 4 year olds.**

### **How will parents apply for 30 hours?**

As part of the application process, parents will be asked to enter personal details including their name, address and National Insurance number and the same details for their partner (if they have one). They will also be asked whether they expect to meet the income requirements over the coming three months and whether they are in receipt of any relevant benefits. This information will help HMRC decide whether the parent (and their child) are eligible for 30 hours. At the start of the application process, parents will create a Government Gateway account if they don't already have one.

**If parents encounter any problems with the application process or accessing the childcare account, they should direct their queries to the childcare service Customer Interaction Centre on 0300 123 4097.**

At the end of the application process, parents will have a childcare service account. In the "secure messages" section of their account, parents will receive messages regarding their eligibility. If parents are eligible for 30 hours, they will be given an 11 digit 'eligibility code' for their child. They will be asked to take this code (along with their National Insurance number and child's date of birth) to their provider to claim their 30 hours place. These codes normally start with '5000'. However, there are a small number of cases where parents might have a temporary code starting with '11'.

**Parents can find their eligibility code in the '30 hours free childcare' section of their childcare service account (see Image A) and in their secure messages (see image B).**

Parents will be prompted every three months to reconfirm the details they entered on their application are still accurate. This is to check that they are still eligible. They will be prompted, via text message and/or email, four weeks before their reconfirmation deadline and again two weeks before the deadline if they still haven't reconfirmed. If their circumstances have changed, they will log into their childcare service account, amend their details and then resubmit their details. If their circumstances have not changed, they only need to reconfirm their details.

If parents miss the reconfirmation deadline, they will receive a message telling them that their eligibility has lapsed. Although they are no longer eligible, they may be able to retain their childcare place for a short period; this is known as a grace period. Parents are directed to speak to their childcare provider about this - see Image C below.

Further guidance on how local authorities and providers should administer the grace period is provided on page 16.

**Parents should be reminded that childcare providers will require**

- their eligibility code
- National Insurance number
- child's date of birth,

This information is required to enable providers to verify the code and offer the EEE place.

At our School we value all of our children and families. We celebrate our rich cultural and religious diversity and promote mutual respect. We are an inclusive setting and our ethos and curriculum enables children to be independent learners- making choices and building strong relationships particularly with their peers. We encourage this by structuring the environment and timetable to enable individual, paired, small and large group activity. We have certain rules that children and adults must follow for example –no running inside, mobile phones not to be used in the school. Thus enabling a safe learning environment. All of these form our framework for promoting British values-democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faith and beliefs.