



Orchards Nursery Admissions Policy

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Written by	A.Feeley
Adapted for Nursery by	A.Feeley
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The Orchards Nursery School is a LA maintained school and as such has all the statutory requirements like any other school. This policy is reviewed by the governing body on an annual basis. The governing body has the overall responsibility for school admissions.

Admission to nursery 2 Year Olds

Currently the criteria for 2-year-olds in England to get free early education and Childcare is the following:

All two years old who are looked after by the Local Authority (LA)

Those two year olds whose parent/carers are in receipt of one of the following:-

- Income Support
- Income based job seeker's allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act
- The guaranteed element of State Pension Credit
- Child Tax Credit and have an annual income not over £16,190
- Working Tax credits and have annual gross earnings of no more than £16,190 per year
- Universal Credit
- If the child has a current statement of special educational needs (SEN) or an education, health and care plan
- If the child is eligible for Disability Living Allowance;
- If the child has left care through special guardianship, child arrangements order or through an adoption order

If your child's eligible, you can start claiming free early education after your child turns 2. The date you can apply will depend on when their birthday is as proof of eligibility only lasts for two months from the day of application.

A Child turns 2 in the period	Application period	Will become eligible for a 2 year old funded place
1 st April to 31 st August	1 st July – 31 st August	1 st September (Autumn Term)
1 st Sept to 31 st December	1 st Nov – 31 st Dec	1 st January (Spring Term)
1 st Jan to 31 st March	1 st Feb – 31 st March	1 st April (Summer Term)

Once your child is 18mths old and you think you may be eligible please visit the school office to complete an admissions form.

To find out if your child is eligible please go to the Bolton EYE website. The website address is <http://eye.boltonlea.org.uk/>

- Please go to the website
- Click on the Funded places tab
- Access the Childcare Choices website.

Admission to nursery – 15 Hour Free Entitlement

If your child is three on or before the 31st August they are entitled to 15hrs free nursery provision from the beginning of September.

- The place is usually for 12 months
- Places are part time, usually half days Monday to Friday
- If space is available some children may start sooner

You can register your child's name as soon as they are 2 years old. Contact the Nursery office for an application form and return application form to the Nursery and let the staff see your child's birth certificate.

The Nursery provision at the Centre is delivered through the Maintained Nursery School which follows the Admission Criteria set down by Bolton Local Authority.

In the first instance, priority will be given to children residing within Bolton Borough.

1. Children in public care.
2. Children identified by the LA as having learning difficulties or a disability greater than most other children and will benefit from early integration; the referral of such children will be via the Children and Young People's Special Needs Section.
3. The child has particular social, medical or language needs

NB Appropriate objective evidence will need to be supplied of the above and referral would normally be via other professional agencies, such as Social Services.

Please bring your confirmation of eligibility to the school office to confirm your child's place.

It is also envisaged that the total number of places allocated according to these criteria would form only a relatively small proportion of the total number of children attending the nursery.

4. The 'Rising 4' cohort, in order to maximise the opportunities for children to receive at least one year of nursery education before starting school. The majority of places will be allocated to this cohort of children.
5. Distance from the school: this is to be measured in a straight line distance between the front door of the family home and a central point in the nursery.

This criterion would be applied to the entire 'Rising 4' cohort after application of categories 2 and 3.

Admission to nursery – 30 Hour Free Entitlement

30 free hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year. Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, which is £107 a week at the current NMW rate. This includes those parents on zero contract hours who meet the criteria.

Places are limited and therefore allocated on a first come first served basis.

To check your eligibility apply using the online service:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

Parents must confirm eligibility every term using the link above. A grace period to the end of the current term is in place if your circumstances change.

Useful Links:

- www.childcarechoices.gov.uk
- <http://eye.boltonlea.org.uk/>

Paid Places

We have a limited availability to purchase additional sessions when your child is already accessing free nursery entitlement. Applications will be on a first come first served basis (See Our Nursery Offer for charges)

Appeals

All appeals must be made in writing to the Headteacher if the appeal cannot be resolved at this stage it will be considered by the governing body. For further information see our complaints policy