



Walton Primary Academy

Early Years Admission Policy

Universal Hours & Extended Entitlement for 3 and 4 year olds

Date	Review Date	Lead	Nominated Governor
September 2023	September 2024	B Hyett	H Swainson J Alton

The Governing Body is responsible for admissions to the school's Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

Walton Primary Academy offers term time, sessional funded places known as Universal Hours (15 hours) for children aged 3 and 4 years old. In addition to this, the school offers a limited number of Extended Entitlement (15 hours) also known as 30 hours childcare.

The school has a 52-place nursery. Therefore, a maximum of 52 universal places will be available. Nursery places will be taken up with both Universal Hours and Extended Entitlement.

Universal Hours – 15 Hours

Funded Universal hours can be taken by parents at the following times:

Morning session 8.45am – 11.45 am

OR

Afternoon session 12.15pm – 3.15pm

These sessions are available Monday to Friday during term time only.

Extended Entitlement – additional 15 hours if eligible

30 hours childcare can be offered at the following times:

Monday to Friday school term time only 8.45am – 2.45pm

As the Universal afternoon nursery session and school day finishes at 3.15pm, parents can choose to pay for an extra 30 minutes at the end of the day (2.45pm – 3.15pm).

Charges:

The extra part of the child's additional session 2.45pm to 3.15pm (30 minutes each day) is chargeable at the following rate:

The 30 minutes daily rate is £2.50.

A full week is therefore £12.50.

Parents will have access to the My Child at School app where they will book their child in for the stay and play option. Please speak to the school office for more details on this. Bookings can be made up to the day before the next Nursery session.

Children taking up the 30 hours entitlement must bring a packed lunch each day. The school does not make a charge for the food that children eat at snack time.

Parents are responsible for re-confirming their eligibility for free childcare entitlement when requested by HMRC.

No guarantee can be made that a parent will receive the additional sessions they request, however we will always do our utmost to meet need.

ADMISSION DATES

A child can be admitted to early years provision the term after their 3rd birthday. The admission dates are as follows:

Born Between Month	Month of Part-time Admission	Term of Part-time Admission
1 April – 31 August	September	Autumn
1 Sept – 31 Dec	January	Spring
1 Jan – 31 March	After Easter	Summer

April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

ADMISSIONS CRITERIA (Universal Entitlement – 15 hours)

If the number of applications received for a Universal Hours nursery place does not exceed the number of places available, then all children will be admitted on a part-time basis. Where a school receives more applications than places available then children will be admitted in the following order:

1. Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school)
 2. Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes)
 3. Children who live in the school's catchment area or parish area, who have brothers or sisters attending the school at the time of admission
 4. Other children who live in the school's catchment area
 5. Children who live outside the school's catchment area but have brothers or sisters in attendance at the school
 6. Children who live outside of school's catchment area, with priority being given to those living nearest to the school
 7. Where any criterion category is over-subscribed, children living nearest to the school, measured as the crow flies, have priority
- Brothers and sisters are defined as children with brothers or sisters (including stepbrothers or sisters) living at the same address, in attendance at the same school or a school on the same site, on the date of admission.
 - For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.
 - Children in Public Care – this refers to children who are:
 - Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one
 - Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989
 - Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.
 - Where the admission of siblings from a multiple birth (e.g. twins, triplets) would cause the school to rise above its agreed Nursery Number, we will contact the Early Years Team to agree a resolution.
 - If a child has a change to their circumstances (change of address) once an application for a part-time place has been submitted it is the responsibility of the parent to inform the school of the change. However, if a parent applying for a part-time place already has a sibling in school and they have a material change then the school should check all addresses when considering part-time places to ensure that they have the correct information for all children to ensure that all part-time places are allocated correctly.

- Children living from families outside the Wakefield District boundary will be considered alongside those who live within the Wakefield District.
- Where required the Council will provide support to a school in applying the part-time admissions criteria.

ADMISSIONS CRITERIA (Extended Entitlement – 30 hours)

If the number of applications received for an Extended Entitlement nursery place does not exceed the number of places available, then all children will be admitted. Where the school receives more applications than places available then children will be admitted following the above criteria.

ALLOCATION DATE

The school will allocate places on the following dates for the following academic year:

Term child will take up Early Years Provision	Week commencing date places will be allocated
Autumn Term	End of May
Spring Term	End of October
Summer Term	End of February

Parents are to note that attendance at a nursery attached to a primary/infant school, does NOT guarantee a place in the Reception school year when the child reaches full time school age.