



Nursery Admission Policy

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Summary of changes

Version	Date	Amendments & Changes
	April 2023	Updated cost for N30 Provision and Lunchtime Provision
	March 2024	Updated Cost for N30 Provision and wording change – Updated to reflect late fee. Update to intake wording to respond to the need and viability of the provision
03.25	March 2025	<ul style="list-style-type: none"> • Date updates • General updates- please see yellow highlighted areas • Removed that receipts will no longer be handed out upon submittal of an application form • Changed where prices can be found for wraparound care and where to enquire. • Updated application form seen in Appendix 1
06.25	June 2025	<ul style="list-style-type: none"> • Removed pricing from the detail of the policy and provided structure • Updated Wraparound care information based on wraparound changes

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This policy will be used to determine admission arrangements for children wishing to start nursery. All admissions decisions can be justified by reference to the following criteria. After reaching the age of 2, children are entitled to apply for 15 hours a week of free learning and care in an early years setting. This can commence from the start of the term following their birthday, if places are available. At Old Park we currently offer places for children aged 3 and above. The patterns of attendance that we offer are outlined below.

September 2025:

Morning session: 8:30am – 11:30am, Monday to Friday

Lunch (for 30 hr children only) 11.30am - 12.15pm

Afternoon session: 12:15pm – 3:15pm, Monday to Friday

Families can opt to attend either the morning sessions or afternoon sessions daily across the week. Some eligible families will be entitled to 30 hours per week of free provision. These sessions will run from 8:30am to 3:15pm, Monday to Friday.

For children who attend all day, a charge will be made for the 45-minute lunchtime supervision period.

A meal from our catering providers will be available for 30 hour children which parents must book, parents can also provide their own packed lunch if preferred.

The number of places available across the day is planned annually to ensure financial viability of the provision offer, our 30 places will be allocated according to the same criteria as 15 hour places. The lists will be held separately so parents will need to indicate their preferred option/s (parents can be placed on both lists).

Children who are allocated a 30 hour full-time place will be allocated one morning and one afternoon place totalling 6 hrs funded plus 45 minutes' lunch supervision (which is chargeable).

In the event that the demand for full time (30hr) places is low, places would be offered out as individual 15-hour places (either am or pm) to parents on the waiting list. Places will be offered out to parents in April 25, applicants beyond April will be added to the waiting list.

How to apply for a nursery place

All applications must be made via the school office. Application forms can be requested through the school website, following the Nursery Admissions Form link or by calling the

school office 0121 526 2669 for an application form. We require you to provide your child's original birth certificate and we keep a copy for our records with parents' consent.

Children whose 3rd birthday falls after 31st August 2025, may be offered a place in January 2026 or April 2026, if places are available. If places are not available, these children will be considered for entry to nursery in September 2026.

Children born between 1 September 2022 and 31 August 2023 will be eligible for consideration in the first instance.

Children in receipt of HNB funding or children with special educational needs without an EHCP and require additional funding to enable the school to safely meet their need, cannot be considered for a 30 hour place.

30 hour places will be allocated to parents who have provided the school with their eligibility code by the given deadline, parents with codes will be allocated in the order set out below until places are filled.

Should the number of applicants for the provision exceed the number of places available then priority will be given to:

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children with an EHCP where the school is able to meet the child's needs;
3. Children with a sibling who will be attending the school at the time of admission.
4. Children of school staff who have been at the school for over 1 year and who work for more than 10 hrs per week.
5. Children prioritised by distance measured in a straight line from the child's home to the preferred school's centroid point (as determined by the Governing Body).

In the event of oversubscription in any category, priority will be given to children on the basis of the distance between the home address and the centroid point of school (as determined by the Governing Body) with priority being given to those living closest to the school. All distances will be calculated from the centroid point.

Notes:

1. Head teachers will take account of parental preference for either the morning or afternoon session as far as possible in order of eligibility but are not obliged to comply if to do so would prejudice the delivery of effective education or the efficient use of resources.
2. In the event of refusal to allocate a place on the basis of capacity (capacity is based on staffing and financial viability of the setting) then there is no right of appeal.
3. All places will be offered provisionally in the first instance pending the outcome of the admissions procedure.
4. Head teacher will decide the dates that children are to be admitted (this may include a staggered start to the academic year or in Spring or Summer) as part of the school admission process and you will be informed of this in July at the latest.
5. Please be aware that nursery places are in demand. As a result, good attendance is expected if your child is offered a place. Children whose attendance is deemed to be poor could be at risk of losing their place. At Old Park, we expect all children to maintain a minimum of 96% attendance. If your child's attendance falls below this, the attendance officer will then monitor and review. If there is no improvement then a target will be set, from this point if your child is absent from school for 5 sessions (for Part-time) or 10 sessions (for Full-time) within a four week period, the Nursery place will be withdrawn and offered to the next child on the waiting list.
6. In the event of oversubscription, children will be placed on a waiting list held by the school. Where a parent would like a 30 hour place but there are none available a 15 place may be offered.

If you need any help completing your nursery application form, please ask for support at the school office.

Please note that applications for a place in Reception are made separately. These applications are made directly to Sandwell LA.

Allocation of a nursery place does not guarantee a place in Old Park School Reception.

Wrap around care

If parents require further childcare, then your child may be able to obtain a place at the school breakfast or after school provision. However, due to staffing ratios there are limited places for nursery aged children.

Breakfast provision is open from 7.30am and runs until your child starts nursery and Afterschool provision runs until 5.30pm.

Prices are subject to annual review. Full costings are available on our school website.

Places are limited and not guaranteed therefore please contact the school office at your earliest convenience by emailing school.office@oldparkprimary.com.

DFE 30 Hours Entitlement and Eligibility

Further information in relation to 30 hour funding is below

3 and 4 year olds whose parents are working are entitled to 30 hours of free child care per week. The aim is to help families by reducing the costs of childcare, to support parents to increase the number of hours they work and/or encourage them into employment. However, this increase will only be available to families who meet certain criteria.

Who is be eligible?

The additional hours will be available to families where:

- Both parents are working (or the sole parent is working in a lone parent family);
- Both parents are working includes circumstances where:
- One or both parents are temporarily away from the workplace on parental, adoption, maternity or paternity leave;
- One or both parents are temporarily away from the workplace on statutory sick pay;
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.
- Each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage (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 national minimum wage or national living wage).

- Neither parent has an income of more than £100,000 per year.
- Foster carers are only eligible for the extended entitlement for their own children (if they meet the criteria); they are not eligible for children that they foster.

The definition of 'working' will include employed and self-employed persons and parents on zero hours' contracts who meet the criteria.

Many parents have irregular work patterns and the government are keen that the childcare is offered flexibly to meet parent's needs. Parents who are studying and grandparents or other family members with parental responsibility for a child aged 3 or 4 will be eligible for the extended entitlement if they meet the above criteria.

Important - if your child is in Reception, you do not get free childcare. Once your child is of compulsory school age, they're no longer eligible.

You're not eligible if:

- you're in receipt of a childcare grant, you're a full-time student/an intern
- you're not entitled to receive public funds.

When and how can you apply?

The 30 hours will be delivered in every area of England from September 2017.

You can now check if you're eligible and apply for the 30 hours free childcare scheme.
<https://www.gov.uk/30-hours-free-childcare>

The date your child can start depends on your child's birthday.

Your child is eligible

from the term following their third birthday until they reach compulsory school age if they usually live with you – you do not have to be their parent. However, foster carers are exempt.

Old Park 30 Hours Flexible Offer and Fees

Old Park offers a fixed number of places for the 30 hours' entitlement (for ratio purposes, in groups of 13). This is reviewed annually in line with the demand for 30-hour places. If you are eligible for a full time 30 hour place, you will need to apply via the DFE website, this can be done through the following link <https://www.gov.uk/30-hours-free-childcare>. Once you receive confirmation through the DFE website that you are eligible for a 30-hour place, you will need to share your code with the school office.

Please note that parents/carers are responsible for checking termly that they are still eligible to receive 30 hours' free childcare for their child.

You will receive a reminder each term from the DFE to do this through your [government gateway childcare account](#). Once your eligibility has been confirmed, you will be provided with a code that you will need to share with the school office. This code is needed to ensure that your child still receives their 30 hours' free childcare.

It is parent's responsibility to inform Old Park immediately if your circumstances change and you are no longer eligible for 30 hours' free childcare.

The school will notify you of the date that your child's 30 hours' free childcare nursery place will be withdrawn.

If your 30-hour eligibility ceases then your child would automatically be allocated a 15 hour place, we would let you know if this place will be an am or pm session. Should you wish to pay privately for the additional 15 hours then there would be a weekly charge, this is in addition to the lunch supervision charge.

Fees for supervision during the 45-minute dinner time period is payable monthly, in advance. This will include a meal. Payments will be due 48 hours prior to the 1st of the month that the sessions commence.

Payments are required as per the policy deadline even if the school is closed. Charges are applicable during your child's absence. Refunds are not issued where the school is closed due to unforeseen circumstances or those circumstances out of the schools control. Late payments will attract a fee.

It is preferred that children have a school meal but if your child has particular dietary requirements then it is possible for parents to send a packed lunch. May we ask that parents refrain from swapping from school dinners/packed lunches on a daily basis. Parents will need to inform the school office in advance of any meal changes as this will impact on your child's payment plan.

Children will be greeted and collected from their Nursery classroom by their Dinnertime supervisor at 11.30am. Their Dinnertime supervisor will take them to the dinner hall to support and supervise them throughout the dinnertime period. They will be supported in:

- Developing independence in Health and Self-care skills e.g. washing and drying hands before lunch.

- Selecting their sides and pudding (taking into account any allergies or dietary preferences).
- Helping to further develop skills such as cutting food up effectively etc.
- Reinforcing table manners and social skills around the dinner table.

They will also spend time in the EYFS playground supported by their Dinnertime supervisors, giving them a chance to continue to develop their play and social skills with others, before being taken back to the Nursery setting to begin the afternoon session at 12.15pm.



REQUEST FOR A SCHOOL NURSERY PLACE

Once complete, please return this form to OLD PARK PRIMARY SCHOOL

Child's First Name	Child's Surname	Date of Birth			Male/ Female*
		Day	Month	Year	

	Parent/Guardian 1	Parent/Guardian 2
Name of Adult(s) (with parental responsibility)		
Relationship to the child:		
Home Address including Postcode Please tick Childs address		
Name and address of person child lives with if different to those provided		
Home Contact Number		
Mobile Contact Number		
Email Address:		
Are there any other names used by your child? If so, please give details:		

Is your child an asylum seeker/refugee?	Yes	No
If you have arrived in Britain within the last 3 years, please state Month and Year of entry and include a copy of your child's passport and visa.	Month:	Year:
Are you making this application on medical grounds? (Please circle and provide further information)	Yes / No	
During your child's 2-year check, were any concerns shared with you? (Please circle and provide further information)	Yes / No	
Has your child been referred to, or seen by any external professionals? (e.g. speech and language, occupational therapy, CAMHS, Early Years Inclusion Support, Paediatrician)	Yes / No	
Does your child have an Education Health Care Plan (EHCP)?	Yes	No
Does your child have any special educational needs?	Yes	No
Do you consider your child to have a disability?	Yes	No

Does your child have a sibling at Old Park Primary School?	Yes	No
If so, please give details:	Name:	Date of Birth:
	Name:	Date of Birth:
Name of previous Nursery Setting (if applicable)	Name: From: To:	

Session Requirements

Which session would you prefer your child to attend: Please indicate with a tick (✓) If you are open to both morning and afternoon, please tick both		
Morning (8.30am – 11.30am) <input type="checkbox"/>	Afternoon (12.15pm – 3.15pm) <input type="checkbox"/>	All Day - 30 Hours (8.30am – 3.15pm) <input type="checkbox"/>
Are you eligible for 30 hours? (Please read guidance for further information) https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-	Yes	No
Do you require Breakfast Club? (starts at 7.30am or 7.45am)	Yes	No
Do you require Afterschool Club? (Ends at 5pm or 5:30pm)	Yes	No

Sandwell MBC policy of providing nursery education is based on the DfE Code of Practice for the provision of Free Nursery Education Places for Three & Four Year Olds. You are allowed to access up to 15 hours of nursery education at a maximum of two settings, however, you must not exceed the 15 hours entitlement. By signing this application form you agree to abide by the Councils Policy.

Name	
Signature of Parent/Guardian	
Date:	

If any of your contact details change, please inform the school immediately as we will be unable to offer you a place without the correct information.

Data Processing Statement: The school is registered with the information Commissioners Office for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. All data is processed in line with the EU General Data Protection Regulation (GDPR). For more information, view our policy on our website www.oldparkprimary.com

Appendix 2**Nursery Pricing Structure**

Provision	Annual cost	Daily cost
30 hours lunchtime supervision & meal	£1,040.40	£5.48
Late payment fee		£10
15 hours additional	£4,841	£25.48
Full time nursery place	£8,324	£43.81