

## **HINDLEY NURSERY SCHOOL ADMISSIONS POLICY**

Hindley Nursery School is a local authority maintained school. The governing body has the overall responsibility for school admissions and reviews this policy on an annual basis.

Eligible 2-year-olds can start nursery the term after they turn 2, and all 3-year-olds the term after they turn 3. The criteria for admissions are set out below.

To apply for a place, contact the nursery office for an application form. Once completed, bring it to the nursery with your child's birth certificate. Application forms are also available online: [www.hindleynurseryschool.co.uk](http://www.hindleynurseryschool.co.uk)

### **Admission to nursery - 2-year-olds**

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

- Children who are looked after/in foster care
- Children who have a current statement of special educational needs (SEN) or an education, health and care (EHC) plan
- Children who are eligible for Disability Living Allowance
- Children who have left care in England and Wales through special guardianship, child arrangements order or through an adoption order.

There are also two schemes for accessing the Early Education Entitlement (funded childcare hours). One for families receiving some additional forms of government support such as DLA or Universal Credit, and another for working parents.

#### **Families receiving some additional forms of government support (15 hours)**

Your child may be eligible if you are in receipt of one of the below:

- Income Support
- Income based Job Seeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Universal Credit and your household income is £15,400 a year or less after tax, not including benefit payments
- The Guaranteed element of Pension Credit
- Child Tax Credit Working Tax Credit (or Both), and your household income is £16,190 a year or less before tax
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).

## **If you're a non-UK citizen who cannot claim benefits**

If your immigration status says you have 'no recourse to public funds', you may still be entitled to funded childcare for your 2-year-old. You must live in England and your household income must be no more than:

- £26,500 for families outside of London with one child
- £30,600 for families outside of London with two or more children.

You cannot have more than £16,000 in savings or investments.

The date you can apply for a 2-year-old funded place will depend on when your child's birthday is, as proof of eligibility only lasts for two months from the day of application.

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

To apply for a 2 year old funded place, please go to:

[www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/Childcare/Funded-Childcare.aspx](http://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/Childcare/Funded-Childcare.aspx) and complete the form.

**You will receive an email to confirm if your child is eligible. Please bring this to nursery along with your child's birth certificate.**

## **Funding for working parents of 2-year-olds (30 hours)**

30 free hours are available to families where both parents are working (or the sole parent in a lone parent family) and each parent earns, on average, a weekly minimum equivalent to 16 hours per week at national minimum wage, and less than £100,000 per year.

Working parents need to apply for a code via the Childcare Choices website which also gives more information about eligibility: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If you are eligible, you will be given a code. This needs to be valid before the start of each school term – 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April. **Please bring the code and your child's birth certificate to nursery.**

## **Admission to nursery - 3-year-olds**

### **15 Hour Free Entitlement**

All children are entitled to 15 hours free nursery provision from the term after they turn 3 (September, January and April).

The school follows the admissions criteria set down by the local authority, Wigan Council.

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

### **Admission criteria**

1. Children looked after by the local authority (in care).
2. Children identified by the local authority as having learning difficulties or a disability greater than most other children and who will benefit from early integration. The referral of such children will be via the local authority's special needs section.
3. Children with particular social, medical or language needs.

NB 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. Priority should be given to 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 measured in a straight line distance between the child's permanent residence and a central point in the nursery. This criterion would be applied to the entire 'Rising 4' cohort after application of the previous categories.

### **Admission to nursery – 30 Hour Free Entitlement**

30 free hours are available to families where both parents are working (or the sole parent in a lone parent family and each parent earns, on average, a weekly minimum equivalent to 16 hours per week at national minimum wage, and less than £100,000 per year.

Working parents need to apply for a code via the Childcare Choices website which also gives more information about eligibility: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If you are eligible, you will be given a code. This needs to be valid before the start of each school term – 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April. **Please bring the code and your child's birth certificate to nursery.**

### **Paid Places**

We sometimes have limited availability to purchase additional sessions when your child is already accessing free nursery entitlement with us. Applications will be on a first come, first served basis and will be charged as follows:

2-year-olds	£17.00 per session
3-year-olds	£12.50 per session
Lunch Club	£3.50 per session
Late finish	£3.50 per session

### **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.

Signed on behalf of the governing body.....*N. Hewarth*.....

Date.....*9th June 2025*.....

**Reviewed May 2025**