

## **Djanogly Strelley Academy Admission Policy**

Djanogly Strelley Academy currently has an agreed admission number as follows:

- Djanogly Strelley Academy Nursery – 78 places, comprised of 39 morning places and 39 afternoon places
- 2 Year Olds – 16 places, comprised of 8 morning places and 8 afternoon places

### **Early Years Allocation Criteria Nursery:**

#### **Djanogly Strelley Academy**

All 3–4-year-olds are eligible for 15 hours free nursery provision per week during term time. These places are offered as 5 morning sessions of 3 hours (8:45 -11:45am), OR 5 afternoon sessions of 3 hours (12:15-3:15pm).

Some 3–4-year-olds are eligible for 30 hours free nursery provision per week during term time. Eligible parents will have registered on-line with the Local Authority and will have a code confirming eligibility which must be shown to the school office with a copy kept on the child's file. These children will then be able to access full-time provision in the nursery. During this time, they will have the opportunity to eat their lunch whilst being supervised by a midday supervisor. There will be no additional charge for the lunchtime session, but parents must provide a healthy packed lunch for their child, or a school dinner is available at the set daily charge. If your child is in receipt of Early Years Pupil Premium, they will be entitled to a free school dinner.

Eligibility depends on:

- If you are working
- Your income and your partners income (if you have one)
- Your child's age and circumstances
- Your immigration status

If you are working you can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- In work
- On sickness or annual leave
- On shared parental, maternity, paternity or adoption leave
- If you are not working but your partner is and you get Incapacity Benefit, Severe Disablement Allowance, carers Allowance or Employment and Support Allowance
- You will need to expect to earn a certain amount, this is at least minimum wage for 16 hours per week on average

You should check your eligibility on the government portal in order to register: Apply for free childcare - GOV.UK ([www.gov.uk](http://www.gov.uk)). If eligible, you will receive a code to inform Djanogly Strelley Academy that you are eligible. This code needs renewing regularly. Failure to renew the code or if circumstances change resulting in the child no longer being eligible for 30 hours, the nursery space will revert to a 15 hour place.

Djanogly Strelley Academy will have 10 places available for full-time admission. These will be allocated on a first come first served basis as per our admissions criteria below.

Places are allocated in line with this policy and applications will be considered against the criteria set out below.

1. Under the Education (Admissions of Looked After Children) (England) Regulations 2006 and section 22 of the Children Act 1989, we will offer places to children who are looked after by the local authority first. These children must be looked after at the time of the application for a nursery place and must still be looked after at the time when they start.
2. Preference will be given to children who have a sibling at the school at time of intended admission
3. We will then offer places to children based on geographical distance from the school site applied. Distance to be measured using Google maps walking option from school postcode to child's home postcode.

We may decide to override numbers 2 and 3 of the above criteria and give priority to a child who:

- Has special educational needs that can only be met at this nursery.

Where in any year more applications for places are received than there are places available, a waiting list will operate. When a place becomes available places will be offered in accordance with the criteria set out in this policy. If all full-time places are taken, then a child may attend mornings or afternoons only whilst remaining on the waiting list for a full-time place. Should a full-time place become available this will be offered to eligible children attending part-time first, based on geographical distance if there is more than 1 child in this position. For children who have a Statement of Special Educational Need or an Education Health Care Plan, we will always offer a place if the nursery is named as placement. This will reduce the number of places available for other children.

## **2 Year Olds:**

Djanogly Strelley Academy Applications will be considered from parents who receive one or more of the benefits outlined below or meet one or more of the qualifying criteria outlined below:

- You earn at least £8,670 a year and less than £100,000 a year adjusted net income, which is your income after some tax reliefs and deductions. If you're a couple, you'll both need to earn between these amounts.
- Income Support
- Income-based Jobseeker'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
- Tax credits, and your household income is £16,190 a year or less before tax
- Guaranteed element of Pension Credit
- The Working Tax Credit 4-week run on payment (the payment you get when you stop qualifying for Working Tax Credit) • are looked after by a local authority Early Years Admissions Policy 2024-27 Page 3 of 4
- Have a statement of special education needs (SEN) or an education, health and care (EHC) plan
- Get Disability Living Allowance
- Have left care under an adoption order, special guardianship order or a child arrangements order

### **Early Years - Process for Allocation of Places**

Parents applying for a place for their child/children in our Early Years classes should give theirs and their child's details to the Djanogly Strelley Academy office where they will be added to the Nursery/2 Year Olds Admissions Waiting Lists.

Proof of date of birth is required in the form of birth certificate or passport.

Parents applying for a 2-year-old place need to provide a letter from the Local Authority confirming that they are eligible and meet the criteria above. Parents applying for a 30 hour (full-time) 3–4-year-old place need to provide a code confirming that they are eligible and meet the relevant criteria.

The waiting list is reviewed at the end of each calendar month (in term time) and available places allocated for children aged 2 or above as per the criteria set out in this policy. We will always endeavour to keep parents informed and give as much notice of admission as possible. Parents are asked to confirm their intention to accept the place as soon as possible once an offer has been made. Once a parent has accepted then they will receive a call from the early years team, giving them information and a start date. Where possible parents will be offered the choice between a morning or afternoon place but this may not always be possible if one or other session is full. Early Years staff arrange a visit for the parent and child to look around the provision and a minimum of

two, one hour admission visits will be arranged to allow your child to spend some time in the Foundation Unit. Children are expected to attend every day and on time. Our school target for attendance for every child is 96%. If attendance drops below 85% parents will be contacted. If attendance falls below 60% over a 12 week period then Djanogly Strelley Academy will give serious consideration to withdrawing the place all together.

We are committed to meeting the needs of all children and offering high quality teaching and learning experiences to all. We strongly believe in working in partnership with parents/carers and always seek to make ourselves available to share successes and concerns. This policy may be subject to change should national guidance/policy change and impact on early year's admission arrangements