



EDEN PARK ACADEMY

Nursery Admissions Policy and Oversubscription Criteria

1. The Ethos of Eden Park Academy

- 1.1.** At Eden Park Academy we recognise that every child is unique and will develop in different ways to fulfil their own potential, enjoying all the varied experiences and opportunities our play based environment has to offer. It is important that every child feels safe and secure in our nurturing surroundings enabling them to build confidence and self-esteem as they explore the world around them. In partnership with parents and carers we support all of our children in taking their first steps towards becoming happy and curious learners ready to succeed in the challenges of their next steps.

2. Early Years Education Funding for two-, three- and four-year-olds

- 2.1.** All three- and four-year-olds are entitled to a free early year's education place for 570 hours a year over no fewer than 38 weeks of the year. From September 2017 children whose parents are working will be entitled to 1140 hours a year.
- 2.2.** Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our foundation stage unit (FSU) is an approved provider and can admit two-year-olds from the start of the term following their second birthday or at the start of the term in which they have their third birthday.
- 2.3.** We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time in a day is 10 hours; parents cannot use more than two sites in one day.

3. Admissions to the nursery

- 3.1.** Eden Park Academy admits:
- Eligible two-year-olds funded from the start of the term following their second birthday
 - Eligible two-year-olds funded as rising three-year-olds at the start of the term in which they have their third birthday.
 - Non-funded two-year-olds from the start of the term following their second birthday.
 - Non-funded two-year-olds as rising three-year-olds at the start of the term in which they have their third birthday.
 - Early Years funded three- and four-year-olds from the start of term following their third birthday.

- Non-funded three- and four-year-olds from the start of term following their third birthday.

4. Points of Admission to nursery

- 4.1. Generally children will start at nursery at the beginning of a term. Eligibility for the Early Years Education Funding for two-year-olds is from the start of the term following a child's second birthday and eligibility for all three-year-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 2 or 3 year olds		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

- 4.2. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

5. Patterns of attendance available

- 5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570 hour entitlement of:

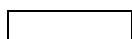
- Morning sessions of 9.00am to 12.00pm
- Afternoon session of 12.00pm to 3.00pm

- 5.2. Our all year round offer is 38 weeks/ 15 hours per week.

6. **Extended Hours-** We offer up to 30 hours within the school day of 9.00 to 3.00pm

7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.



- 7.2.** The school must comply with Devon County Councils [Provider Agreement](#)¹.
- 7.3.** Details about buying additional sessions in the nursery are set out in the schools Charging and Remissions Policy

8. Childcare Vouchers and Tax Free Childcare

- 8.1.** Our school accepts childcare vouchers. If your employer has a different voucher scheme please contact the school office to discuss your requirements.
- 8.2.** Our school is [registered](#) for [tax](#) free [childcare](#) parents can apply through [Childcare Choices](#)

9. School Lunches- not applicable at present

10. Visiting

- 10.1.** We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit our School you should contact the school to make an appointment.
- 10.2.** Most children will start at the nursery at the start of the term or half term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another school or early year's provider.
- 10.3.** To apply for a place here please contact the school to register.
- 10.4.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
 - a child attends a particular toddler group or Children's Centre attached to the school;
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.
- 10.5.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

11. How to apply for a nursery place

- 11.1.** Parents must complete the [Parent Agreement](#) and return it to the school.

12. Information provided in an application

- 12.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given

¹ The Provider Agreement is regularly updated so please make regular visits to the document.

which is not the one from which a child will actually attend nursery and this disadvantages another child.

12.2. If you know or believe that your child’s address will change before admission, you must inform the school as this may affect your application.

12.3. You will be asked to provide date of birth evidence so we can check your child’s age.

13. What happens next

13.1. If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

13.2. We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances we will offer times (days/hours/weeks) that fall closest to the hours requested.

13.3. We will contact successful parents on an individual basis to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

13.4. If you need help finding a place at another provider please visit <https://www.pinpointdevon.co.uk/>

14. Overview of the Admissions Process

1) Children become eligible for a place when they were born:	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
2) Visit the nursery in:	Spring term	Summer term	Autumn term
3) Apply by:	1 May	1 September	1 January
4) Admissions panel meet in:	May	September	January
5) Receive a letter about your application before:	May half term	October half term	February half term
6) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
7) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

15. Published Nursery Admissions Number (PNAN)

15.1. This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If

there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

- 15.2. The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this must be published.
- 15.3. If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 15.4. The table below sets out our Published Nursery Admissions Number (PNAN)

The maximum number of 3 and 4 year old children that will be admitted at any one time:	26
The maximum number of 2 year old children that will be admitted at any one time: OR	16
The maximum number of 2,3 and 4 year old children that will be admitted at any one time:	42

- 15.5. Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

A child with an Education, Health and Care Plan naming the school will be admitted.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children with an exceptional medical or social need to attend this nursery.
3. Children who live in the designated area and are eligible for two-year-old funding.

These parents will have a Golden Ticket. Those that do not have Golden Tickets can check their eligibility through the [Citizens Portal](#).

4. Children who live in the school's designated area who have a sibling at the school.
5. All other children who live in the designated area.
6. Children who live outside of the designated area with a sibling at the school.

7. Children who live outside the designated area who are eligible for the early years funding for two-year-olds.
8. Other children.

16. Waiting lists

- 16.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 16.2. If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- 16.3. Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a [Note of Interest](#) form and told when they should submit the Parent Declaration Form (page 11).

17. Increasing the hours attended

- 17.1. If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions as the times that are available then they can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

18. Admissions appeals

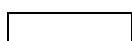
- 18.1. If a nursery place is refused, parents can go through the schools complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

19. Transport

- 19.1. No transport is available for nursery children.

20. Uniform

- 20.1. Children attending the Nursery are expected to wear a uniform. Some of the items required can be purchased from us and the rest of the uniform can be bought from retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the nursery is optional.



21. Claiming the Early Years Education Funding

- 21.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140 hour entitlement, checks are carried out to ensure that over claims are not made.

22. Changes to attendance

- 22.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1) and 2) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
 - 1) New applications from parents whose children do not yet attend the nursery.
 - 2) Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends
- 22.2. It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

23. Induction and transition arrangements for starting FSU

Once interest has been registered with the school a number of visits to the Foundation Stage Unit will be arranged. Staff will also make a Home visit to and will also liaise with previous settings if applicable. Children will then start when parents and staff are in agreement as to the readiness of the child.

24. Contacts and further information

Headteacher Mr Richard Blunt/ Ms Samantha Warner	E-mail:	admin@edenpark.tarkatrust.org.uk
	Telephone:	01271 343214
	Website:	www.eden-park.academy

25. Policy Version

- 25.1. This policy was determined by the governing body in September 2024

Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to providers for 3 and 4 year old children of families in receipt of certain benefits. This funding will be used to enhance the quality of your child's early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information about the **main benefit holder** to enable Devon County Council to confirm eligibility.

Parent/carer First Name:	
Parent/carer Last Name:	
Parent/carer Date of Birth:	
Parent/carer National Insurance Number/ NASS: (9 characters)	_____
No. of universal funded hours attended weekly at this provider: (only complete if parent has an 11 digit code)	

Declaration I (name).....

of (address).....

confirm that the information I have provided above is accurate and true. I

understand and agree to the conditions set out in this document and I

authorise (name of provider/s).....

to claim entitlement funding as agreed above on behalf of my child.

I also agree that the information I have provided can be shared with Devon County Council (DCC) and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the Early Years Pupil Premium (EYPP) on behalf of my child. DCC may also share that information with neighbouring authorities if necessary for a claim to be processed.

Parent/carer/guardian with legal responsibility		Childcare provider	
Signed		Signed	
Print name		Print name	
Date		Date	

Data Privacy

Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation