



Early Years Admissions Arrangements

Policy Creation & Review

Author(s)	Headteacher & Early Years Lead
Last review date	June 2026
Ratified by Governing Body	June 2023
Previous Review Date(s)	<i>June 2024</i> <i>June 2023</i> <i>June 2022</i>
Next Review Date	June 2027

Admission Arrangements for Free Places at Nursery Classes in Infant and Junior Schools and Nursery Schools
The Governing Body of each academy and maintained school located in Newham has the option to adopt part or all of these arrangements.
See Appendix 1 for full details

Introduction and legal overview

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances.

The early years foundation stage sets out the learning, development and care of children from birth to 5 in England. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

The areas of learning are: communication and language; physical development; personal, social and emotional development; literacy; mathematics; understanding the world and expressive arts and design.

The law requires all local authorities to comply with the Early Years requirements of the Childcare Acts 2006 and 2016.

<https://www.gov.uk/government/publications/early-education-and-childcare--2>

These arrangements detail how the Early Years places for 2, 3 and 4 years olds in nursery schools and nursery classes in primary schools are offered to families.

Admission authorities for the infant and primary schools with nursery classes and nursery schools located in Newham (excluding the private and voluntary sector) have the option to adopt all these admission arrangements. Where they are adopted the Admissions Committee for each school must ensure all places are offered using the process outlined in this document.

1. Publication and availability

These arrangements will be published in hard copy and electronic versions of the LB Newham's composite prospectuses Starting Primary School autumn 2018 edition. They can also be found Newham website and the websites of:

- Newham community schools with nursery classes
- Newham voluntary controlled school with nursery classes
- Newham community nursery schools
- Academies located in Newham whose governing bodies have adopted these arrangements.

All arrangements including the oversubscription criteria are available upon request (hard copy or electronic) from the relevant school/academy and the local authority, where they are situated.

2. Scope

This document only relates to free places for nursery classes in infant and junior schools and nursery schools where maintained by LB Newham or academies and free schools who adopt these arrangements. Fee paying places including extended services are determined using the relevant protocols.

3. Compulsory school age

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). Before these dates all families have the opportunity to apply for free nursery education for their 3 and 4 year olds and for some 2 year olds.

4. Early Years and Childcare Information

The Newham website provides information on the places available and how to apply.

5. Nursery entitlement

All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours a week for 38 weeks of the year. Some 2 year olds are also entitled although this isn't an age group we take at EWPS. There is also access to 30 hours for Working Parents that runs through term time for 3 year olds at EWPS. At EWPS, children can access their Nursery entitlement from the term after their 3rd birthday.

6. Providers

In LB Newham nursery education can be delivered via an early years provision or formal childcare, with providers ranging from those maintained by the council to the private, voluntary and independent sector.

These arrangements relate to designated nursery school and schools with a nursery class

7. Sufficiency of places

The London Borough of Newham sufficiency place planning ensures that all 3 and 4 years old living within the borough will receive nursery education where the appropriate application is made. These places are delivered via a full range of providers to attempt to meet parental preference.

A copy of the most recent LB Newham Childcare Sufficiency Assessment is available on the Newham website or by calling 020 8430 2000

<https://www.newham.gov.uk/Documents/Community%20and%20living/ChildcareSufficiencyAssessment.pdf>

8. Admission Number (PAN)

The Admission Number is the number of places available in a nursery for each school. This is calculated using a Department for Education formula.

In nursery schools they may divide this into 2 years old place and 3 & 4 year old places as each group has different needs. This means the nursery may have a place available but it cannot be offered to a children in a different age group.

A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the admission number has been reached.

9. Information and definitions

For the purpose of this document, the universal term 'school', will be used when referring to all state funded academies, community schools, free schools, voluntary aided faith schools and voluntary controlled faith schools.

10. Early education entitlement – 2 years olds

Some of the nursery schools and nursery classes in Newham can offer places for 2 years old. Only those with a 2 year old provision can offer these even if they have places for a 3-4 years olds.

The universal entitlement for all 2 years old in England is:

15 hours per week for 38 weeks
OR
570 hours per year.

This entitlement can be used flexibly with one or more childcare provider. Usually this is taken as 3 hour sessions for 5 mornings or afternoons each week but the provider may be able to deliver other patterns.

At EWPS, we do not provide Early Education for 2 year olds.

If an applicant requests less than 15 hours this will be granted as there are no compulsory nursery requirements.

To ensure the efficient running of the nursery changes to agreed times cannot be made during school term unless there is an exceptional reasons or the parent/carer wants to reduce their child's hours. In all cases the head teachers will make the decision after considering the information supplied to them.

The free early education and childcare:

- must be with an [approved childcare provider](#)
- stops when your child starts in reception class (or reaches compulsory school age, if later)

11. Universal entitlement – 3 and 4 years old

The universal entitlement for all 3 and 4 years old in England is:

15 hours per week for 38 weeks

OR

570 hours per year.

At EWPS, we provide 15 hours per week for 38 weeks and this is taken as 3 hour sessions for 5 mornings or afternoons each week.

We also provide 30 hours Working Parent funded places for 3-4 year olds, provided between 9am to 3pm 5 days a week for 38 weeks (term time only) of the year.

If an applicant requests less than 15 hours this will be granted as there are no compulsory nursery requirements.

To ensure the efficient running of the nursery, changes to agreed times cannot be made during school term unless there is an exceptional reasons or the parent/carer wants to reduce their child's hours. In all cases the head teachers will make the decision after considering the information supplied to them.

12. Extended entitlement – 30 hours

Working parents/carers of three and four year olds who meet the qualifying condition will be entitled to 30 hours of free nursery education for their child. This being the universal 15 hours with an extension of a further 15 hours. The 30 Hours at Ellen Wilkinson Primary School will be in the structure of 9am to 3pm 5 days a week, term time only. As a school we take the decision to provide onsite hot lunches to our children and this comes at a cost £125.00 per month. As part of your agreement in accessing 30 hours at Ellen Wilkinson Primary school, this is the format we use.

Parent/carers must apply for the extended entitlement through the governments digital childcare service www.beststartinlife.gov.uk The LB of Newham or providers cannot make this application on a families behalf.

HMRC is responsible for checking eligibility and issuing the applicant with an eligibility code. The Local Authority and the providers are responsible for verifying eligibility by checking the parents code is valid, this is done via the Department for Education's Eligibility Checking Service (ECS).

13. Eligibility criteria:

Two year old entitlement

A family with a 2-year-old can get free early education and childcare if they are in receipt of one of the following qualifying benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#) they've left care under a special guardianship order, child arrangements order or adoption order
- they earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months;
- this equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £115.20 a week (or c.£6,000 a year) for each parent between 21 and 24 years old and £56 a week for apprentices in their first year;
- this applies whether you are in paid employment, self-employed or on zero hours contract;
- the parent (and their partner where applicable) should be seeking the free childcare to enable them to work;
- where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave;
- where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work;
- where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months;

- if one or both parents is a non-EEA national, the parent applying must have recourse to public funds;

A family will not meet the criteria when:

Either parent has an income of more than £100,000

OR

If one or both parents is a non-EEA national and the parent applying does not have recourse to public funds

14. Verifying entitlement

The Department for Education expects Local Authorities to check children's entitlement at key points in the year. Parents are responsible for reconfirming their circumstances with HMRC and DfE to continue to access their funding stream. If reconfirmations are not made for those children accessing the working parent funding, the child will no longer access 30 Hours a week and can only access the universal 15 hour entitlement. The school will inform parents via a letter and have the right to cease the place at the end of the funding term.

15. Three and four years old – 30 hours

Families with 3 and 4 year olds seeking 30 hours of free early years placements should visit the Department for Education's Child Care Choices website to check their eligibility

<https://www.childcarechoices.gov.uk/>

16. What happens if a parent loses eligibility?

They will receive a 'grace period' – this means they will be able to keep their childcare for short period. Once the 'grace period' has lapsed, the parent will be entitled to the universal 15-hour entitlement.

17. Special Educational Needs Resource Units

Special Educational Needs resource units are located within a number of our schools. Each is designed for children with particular diagnosed special educational needs including complex needs and severe communication difficulties.

Placement in these units is determined by the LB Newham 0-25 SEND integrated service using these arrangements and their associated oversubscription protocols. At EWPS we do not have a resource provision unit. Parents need to make an application for a resource provision placement school when making their child's reception application and ensure they upload all evidence to acquire this place.

6. Children from overseas

Applications for children who have come from outside the UK are dealt with in accordance with the latest European Union law or Home Office rules for non-European Economic Area nationals.

For the children of service personnel with a confirmed posting to Newham, or crown servants returning from overseas to live in Newham, the Local authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address

Applications for children who will be moving to the UK from overseas at a future date will not be accepted even if contracts/rental agreements have been signed until they are actually living at an address in the UK.

Applications will not be processed until the child has moved to an address in the UK (which must be specified by the parent/carer on the application form along with the date they moved to this address).

7. Application and offer dates

Applications for admission to a nursery class in the school starting in September can be made from 1st January of that year. We take children at the start of each term and do not have one point of entry. We do not have a closing date and will endeavour to give all parents ample notice of their child's starting date which usually falls on the term after their 3rd birthday. All offers are confirmed after a general information meeting that takes place with our early years staff. Until then, all our offers remain provisional until we are able to meet you and your child.

8. Application and admissions overview

There is no legal requirement for families to take up free early years education but this is strongly recommended by the LB Newham as a vital part of the development of children's early education.

At Ellen Wilkinson Primary school Nursery, we offer the universal 15 hour weekly sessions of mornings or afternoons. Parents may put down a preference but the school will decide which session to best place children.

For parents who are entitled to 30 hours childcare, we have a limited number of spaces for a term only provision. This means we offer a few spaces from 9am to 3pm term time only with a small charge for lunches as lunches are provided on site. You must check on www.beststartinlife.gov.uk if you are eligible and provide us with a code to access this for your child.

Where applications exceed the Published Admission Number (PAN) for a nursery school or nursery class within a primary school, the published oversubscription criteria which forms part of the arrangements is used to determine the children will be offered the places/hours available.

These admission arrangements have been formulated to ensure they comply with the Equality Act 2010[1] and therefore do not unlawfully discriminate against pupils, parents or carers because of their sex, race, religion or beliefs, disability, sexual orientation or pupils who are pregnant, undergoing gender reassignment or school age parents.

It is the responsibility of all parents/carers to apply for a nursery placement for any child they have parental responsibility if they are seeking nursery education. Newham does not automatically reserve any child a place at their local nursery class or the school where their other children are or used to be on roll. A child will only be considered for places at schools where their parent/carer has applied by completing and submitting the appropriate application form. At Ellen Wilkinson Primary School, we reserve the rights over our Nursery admissions processes and determine them on the basis of spaces available. All nursery places are offered based on the child's date of birth; their academic ability cannot be taken into account at the application or offer stage of the process.

9. Nursery placement offers

All nursery places are offered conditionally, they can be withdrawn if the parent/carer does not or cannot provide the originals of the required documents as listed on the offer letter or the parent provided false or untrue information on the application form. If the parent/carer is unable to provide the required documents, a home visit may be required to confirm residence/parental responsibility.

Each offer will specify the age range of the offer i.e. 3 and 4 year old and if it is for 15 hours or 30 hours

[1]The Equality Act 2010 replaced all previous equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. This act provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and inconsistencies that had developed over time in the existing legislation, and it extends the protection from discrimination in certain areas.[1]

10. Siblings

For admission purposes a siblings is defined as:

- Adopted siblings¹, step-children, common law step-children
- half-siblings, children subject of a residence order and foster children (only those “looked after” by any local authority). Examples of those who will not be considered as siblings
- Cousins, friends, other family members living in the same home,
- Other children living in the same household who are not included in the list above,
- Children who share the same child minder.

Sibling priority will only apply to children if they live in the same home as another sibling attending the named nursery who is reasonably expected to still be in attendance when the child is admitted. This is only given if there is sufficient space available at 15 hours or 30 hours. There are no additional discounts for siblings who take up 30 hour spaces.

11. Home address

A child's home address is where they reside for the majority of the school year, being September to July.

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for admissions will be the one from which the child goes to school in the morning most often on week days.

For families who own more than one property, where any of these properties is occupied by a third party through a rental, family or friendship agreement, it cannot be considered as the child's home address. If the family have more than one property and full Council tax is paid for both properties the address that has been registered for the child for the preceding three months will be used for admissions purposes.

Any address supplied as the child's home address will not be considered if it is:

- a) An address registered with the Council as commercial property,
- OR
- b) An address registered with the Council as empty or derelict
- OR
- c) A tenant's address, where the property owned by the parent/carer and rented to a third party,
- OR
- d) Another family member's/friend's address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,
- OR
- e) Their child-minder's address,

OR

f) A PO Box address

OR

g) Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.

OR

h) Future addresses even if contracts have been exchanged or the Council have offered the property in writing.

And the above will not be used for the purposes of allocating school places.

12. Verification of Home Address

All offers and alternative allocations in Newham are conditional on the information being provided on the application was accurate at the time of submission. This means that address and date of birth checks are not made until the admission meeting, at which point they are mandatory. Two forms of address are required as part of the application process as well as one form of photographic identification.

It is an offence to provide false address information when applying for a school place. If a family are found to have provided a false address or other information, that was considered as a deliberate act to mislead, the school place offered maybe withdrawn. In some instances this can lead to prosecution and the child being removed from the roll of a school.

13. Change of child's home address

If a child awaiting a nursery offer or on a waiting list, changes their home address their parent/carer must notify the school and Pupil Services in writing and provide Newham approved proof of that change. Any change of home address will not on its own be considered as a fresh application.

If the preferred schools are not notified of an address change, Newham or the school cannot be held responsible for letters being sent to a child's previous address or the child's priority for a placement being incorrect.

If a child changes home address to live temporarily or permanently with another person other than their parent/carer named on the application, even if this person is a family member the preferred school will need proof of the change of parental responsibility before the address change will be applied.

If a child is moving address with their family or they are moving to live with another member of their family the address on the application must be the address they were living at the time the application is signed by the applicant, not their future address.

14. Making Application for Reception places

It remains the parents responsibility to apply for a Reception place for their child. The application must be made on the academic year that a child turns 4 years old before the 31st August. The process of selection is done by the Local Authority and holds no grounds with the school even if the child attends Nursery at a specific school.