



# Admissions and Allocations Policy

Tracked Changes:

Date	Policy Amendment
15.11.23	Added “high quality Early Years Education”
15.11.23	Added Guidelines: setting out school allocation priorities
15.11.23	Funded places for 2,3 and 4 year olds more clearly laid out, including extended entitlement.
16.11.23	Added reference to the Gov Day care expansion offer from April 2024 Added ring fenced places for eligible two-year-olds
16.11.23	Added section on paying Day Care spaces and debt recovery
24.09.24	Removed “From April ‘24”

3.7.25	Added: 30 hour offer to working parents of two-year-olds Added: places for eligible two's will be expanded on completion of building works.
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## 1. Rationale

Ilminster Avenue Nursery School believes that all young children should have an equal opportunity to access high quality Early Years Education.

To ensure that all stakeholders understand our commitment to equalities and fairness in the allocation of places where the waiting list is oversubscribed. Parents/Carers need to be aware of the priorities and criteria for admission, and the procedure for allocating places.

This policy works in conjunction with the following policies: Bristol City Council (BCC) 'Revised Admissions Policy for Local Authority Nursery Schools and Nursery Classes' 2008, Complaints, Equalities, Health and Safety, Safeguarding, Special Educational Needs.

## 2. Aims

Ilminster Avenue Nursery School aims to:

- To have fair and consistent processes of allocating places.
- To maintain a balance in our intake, from which all children benefit and thrive whilst upholding equal opportunities.
- To reflect Bristol City Council's (BCC) Policy on Early Years Education and allocation of places and current research on the best provision for young children.

## Guidelines:

Priority for allocating places will be as follows:

1. Children in Care and Children subject to a protection Plan.
2. Children in Need (including those with SEND) who are currently without a place within Early Years provision.
3. Children who live within Ilminster Avenue's Reach Area.
4. Children who have siblings who already attend the Nursery School.
5. For 3 and 4-year-old provision: Children already accessing their 2-year-old Free Entitlement provision.
6. Families that require Day Care in line with our core offer: 15 hours or 30 hours.
7. Families who opt into our consumables charge.
8. Any other children who live in Bristol in age order, oldest first

## Places:

## **Early Education for eligible 2-Year-Olds:**

This is a targeted offer of 15 hours each week, term time only, for families that meet the Government criteria. These places are available from the term after the child's second birthday.

- Parents/ Carers of children who wish to access a funded two-year-old place, should apply through the Local Authority portal at [www.bristol.gov.uk/earlyyears](http://www.bristol.gov.uk/earlyyears) who will confirm eligibility.
- If the child is eligible the Local Authority will inform our Nursery.
- Once we have received authorization from the Local Authority we will make contact with the Parent/ Carer to discuss and offer a place if one is available.
- If there is not a place available, the child's name will be added to the waiting list. Children on the waiting list will be admitted in date of birth order, no earlier than the term after the child's second birthday, as this is when the funding for the place is allocated.

IANS staff will help parents to access this form and apply if they need assistance to do so.

We have 40 full-time equivalent places which equate to places for 80 children.

This will be expanded to a further 40 spaces this year (as soon as the buildings work has been completed). These spaces are specifically for eligible two year olds.

## **Funded 15-hour and 30-hour places for two Year Olds of Working Families**

Parents/carers who work can apply for 15 or 30 hours Funded Early Education. See **Funded Extended Entitlement 3 and 4-Year-olds**, for details of the application criteria.

All applications will be considered, however place allocation priorities as set out in the "Guidelines" in this policy will be followed.

Ilminster Avenue Nursery School will also 'ring fence' 8 places at the beginning of the week and 8 places at the end of the week for children who meet the criteria for "Eligible two-Year-olds".

**Funded Universal Entitlement: 3 and 4-Year-Olds:** 15 hours per week, term time only.

- These places are available from the term after the child's third birthday.

- Parents/Carers can register their child for a Nursery School place from their 2<sup>nd</sup> birthday by completing a Nursery School registration form either in person at Nursery or by ringing the school with their details. Staff will be able to support Parents/Carers with this process.
- All registrations will be considered, places will then be allocated following the “Guidelines” as set out in this policy.
- Children who are 3 and 4 will be offered 15 hours funded Nursery education, term time only, subject to availability from the term after their 3<sup>rd</sup> birthday.
- The Nursery School will aim to notify Parents/Carers of the child’s place in June for a September Place and November for a January place. Late applications will be an exception to this.
- Places will be filled across the year in accordance with our Admissions Policy. Although the key in take times will be September and January.
- Places will be offered as: Option A; Monday/Tuesday 9am-3pm and Wednesday 8.45am-11.45pm **OR** Wednesday 12-3pm and Thursday/Friday 9am-3pm.

**Funded Extended Entitlement 3 and 4 Year-olds:** 30 hours per week, term time only, for families who meet the Government criteria.

Eligibility criteria for a funded 30-hour place:

- Children aged 3 or 4 by the 31<sup>st</sup> of August.
- Both Parents/Carers must be working, or the sole parent/carer in a lone parent family.
- Each Parent/Carer earns, on average, a weekly minimum of 16 hours at National Minimum Wage or Living wage.
- Each Parent/Carer must have an annual income of less than £100,000.
- One/both parents/carers is away on leave (parental, maternal etc) or one/both parents is on Statutory Sick Pay.
- Parents/Carers on zero-hours contracts will be eligible, as are those registered as self-employed.
- One Parent/Carer is employed and the other parent/carer has either substantial caring responsibilities and /or disability or is a foster carer with their own 3 and 4 year old children.

To register eligibility for a 30-hour Nursery place, Parents/carers must register on line at <https://childcare-support.tax.service.gov.uk/par/app/applynow>.

Extended entitlement sessions will be offered as the opposite end of the week from the Universal Entitlement hours, children will then attend Monday-Friday 9am to 3pm. These are set hours, unused hours cannot ‘banked’ to be used at later date.

Only a valid 30-hour code will guarantee the funding of the extended 15 hours under this entitlement and it is the parent/carers responsibility to provide this. Parents/Carers will be asked to renew their code 30-hour code every 3 months. The school will not hold a place open for a child whose parent/carer is applying/reapplying or has lost their eligibility code.

If a 30-hours code cannot be renewed or the Parent/Carer chooses not to renew the code, after 3 months the code will enter a 'grace' period. This is a short period in which the extended 15 hours can still be offered by the school.

Ineligibility at the end of the 'grace' period:

Date 30 hours code becomes ineligible	End of grace period and funded extended hours
1 <sup>st</sup> September to 2 <sup>nd</sup> October	31 <sup>st</sup> December
22 <sup>nd</sup> October to 31 <sup>st</sup> December	31 <sup>st</sup> March
1 <sup>st</sup> January to 10 <sup>th</sup> February	31 <sup>st</sup> March
11 <sup>th</sup> February – 31 <sup>st</sup> March	31 <sup>st</sup> August
1 <sup>st</sup> April -26 <sup>th</sup> May	31 <sup>st</sup> August
27 <sup>th</sup> May to 31 <sup>st</sup> August	31 <sup>st</sup> December

When the grace period lapses, the place will revert to a Universal 15-hour place. If the place is filled by the time the code is refreshed/renewed a further 30-hour place can be refused.

The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

### **Charged Day Care Places**

- If Parents/Carers do not meet allocation criteria as set out above, they have the opportunity to buy in Day Care sessions.
- Priority will be given to requests that are in line with our core offer in order to support the financial sustainability of our school.
- Priority will also be given to Day care sessions that do not 'block' core offer places.
- Parent/Carer must complete a Day care registration form to request to 'buy in' day care sessions.
- All registrations will be considered and places will be offered to following the criteria set out in this policy.
- Place allocation is dependent on availability at the time.
- When a place is offered it must be secured by a deposit and the completion of the contract paperwork.
- The deposit is the equivalent of one month's fees and will be deducted from the last month's invoice.
- Any place offered will be subject to a debtors check through Bristol City Council.
- Ad hoc sessions can be booked subject to availability and must be paid in advance once agreed.
- Invoices will be issued monthly and must be paid in advance of the sessions going ahead.
- The school will follow its Debt Recovery Policy when recovering any debt accrued.
- The school reserve the right to cease the day care place if any debt is not repaid in line with the Debt Recovery Policy.

## **Admissions complaints procedure for Parents/Carers**

Any complaints from Parents/Carers about the allocation of places will be dealt with using the school's complaints procedure. This can be requested directly from the school office.

### **Review**

This policy will be reviewed annually.

Policy date: March 2022,  
reviewed November 2023, September '24, July '25