



Live • Love • Learn - Littletown

Littletown Primary Academy

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NURSERY ADMISSIONS POLICY

**This Policy was adopted by the Full Governing Body of
Littletown Primary Academy**

On 4th March 2025

Policy to be reviewed March 2026

As an Academy the governing body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

These arrangements seek to comply with the government's School Admissions Code, the Local Conditions of Funding the Early Years Education for two-, three- and four-year-olds and the Early Years Pupil Premium, the Early Education and Childcare Statutory Guidance for Local Authorities September 2014 and the Co-ordinated Admissions Schemes of Devon County Council, the local authority (LA) for this area.

1. The Ethos of Littletown Primary Academy School and Nursery

At Littletown Primary Academy we provide an exciting curriculum within a nurturing and caring ethos ensuring a high standard of education for all children in the Littletown family. We have high expectations of behaviour that are based on respect, intrinsic motivation and developing children's sense of worth, responsibility and self-esteem.

We pride ourselves on our caring and supportive environment where every child matters. We encourage special talents, skills and interests such as music, sport and art. We celebrate children's achievements both in and out of school. We aim for all our children to be physically and mentally healthy, happy and safe in order to play an active part in the school and wider community.

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

- 2.1.** All three- and four-year-olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year. Some 3 year olds will be entitled to 30 hours (over 38 weeks) if the parents/carers meet the criteria as stated by the government for working parents/carers.
- 2.2.** It is the parents/carers responsibility to apply for their 30 hour code a term before their child turns 3 and provide the school with this code. It is also their responsibility to update their code with HRMC on a termly basis. Any hours that are not funded will be charged.
- 2.3.** We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours. The minimum amount of funded time in a day is 3 hours and the maximum is 10 hours.

3. Admissions to the Nursery

- 3.1.** Littletown Primary Academy admits:
 - Early Years Education funded three- and four-year-olds from the start of the academic year following their third birthday.
 - Non-funded three- and four-year-olds from the start of the academic year following their third birthday.
 - Some places may be available for children who turn three between September and January or January to April depending on numbers and needs of the current cohort.

4. Patterns of attendance available

4.1. We offer the Early Years Education Funding in a flexible way. Our school makes a core offer of 15 hours (30 hours if applicable) during term time:

Morning sessions	7.50am to 12.00pm
	9.00am to 12.00pm
Afternoon sessions	12.00pm to 3.00pm
	12.00pm to 6.00pm
All day sessions	7.50am to 3.00pm
	7.50am to 6.00pm
	9.00am to 3.00pm
	9.00am to 6.00pm

4.2 Our school offers the following options for purchased hours before 9.00am and after 3.00pm during term time:

7.50am to 9.00am (Breakfast session)
3.00pm to 3.30pm (Story Club)
3.30pm to 4.30pm
4.30pm to 5.15pm
5.15pm to 6.00pm

4.3 The minimum number of sessions we allow are 2 and these need to be taken over 2 days.

4.4 Children attending a whole day or arriving at 12pm for the afternoon session will need to be provided with a packed lunch or purchase a school dinner from the School Office. Funding for lunches may be available for children who are eligible for Early Years Pupil Premium. Please ask for details.

4.5 We aim to provide a flexible choice for parents but start times are set at 8am, 9am and 12pm.

4.6 We offer you the opportunity to choose your hours subject to availability of spaces.

4.7 Session choices are set for at least 1 term and if you would like to reduce sessions or change sessions then you need to give a minimum of 1 month notice in writing to the school. If you would like to increase sessions this can be done with immediate effect, subject to availability of spaces in the Nursery.

5. Charging

- 5.1.** There is no charge for applying for a nursery place. 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.
- 5.2.** The school must comply with Devon County Councils Local Conditions of Funding¹. A charge cannot be made if a child is only attending the nursery/FSU as part of their Early Years Education Funding.
- 5.3.** If you choose to purchase hours before 9.00am and after 3.00pm then you will be charged hourly.
- 5.4.** It is possible to purchase additional sessions (9am-12pm/ 12-3pm) if available at a cost of **£13.50** a session. It is possible to purchase additional hours between (8-9am/ 3-6pm) if available at a cost of **£4.50** an hour.

6. Childcare Vouchers

- 6.1.** Our school accepts childcare vouchers . If your employer has a voucher scheme please contact the school office to discuss your requirements.

7. Visiting

- 7.1.** We welcome visits from parents/carers 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 the school and nursery you should contact the school to make an appointment. This appointment can be made by ringing the school office (01404-548749) or emailing the school office at admin@littletown.devon.sch.uk
- 7.2.** Most children will start at the nursery at the start of the academic year (September). Some may start in the year if places are available. This may be because they are new to the area or would like to transfer from another school or early years provider.
- 7.3.** Please ensure all applications are received by the school before the deadlines stated below.

1st April	for the following September
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¹ The Local Conditions of Funding are continually being updated to please make regular visits to the document.

1st July	for the following January
1 st January	for the following April

If your application misses the deadline it will be considered at the next Admission Panel meeting.

7.4. To apply for a place here you must use the [School Nursery Application Form](#).

7.5. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here
- a parent has expressed an interest at any time in the school
- the child has always lived in the school's catchment
- if the child belongs to a member of staff

7.6. 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/carer.

8. How to apply for a nursery/FSU place

8.1. Parents must complete the School Nursery Application Form and return it to the school.

9. Information provided in an application

9.1. 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 which is not the one from which a child will actually attend the Nursery and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

9.2. 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.

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

10. What happens next

10.1. If there are more applications than there are places available the academy will prioritise applications according to the oversubscription criteria below.

10.2. By 1st May, we will contact successful applicants 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. For January starters, we will contact you by the 1st December, and for Easter Starters we will contact you by 1st March.

10.3. If you need help finding a place at another provider please contact DISC, Devon's Family Information Service by e-mail discinfo@devon.gov.uk, telephone 0845 155 1013, or search for [childcare online](#).

11. Points of Admission to Nursery for funded hours

- 11.1.** Generally children will start at the nursery at the beginning of a term. Eligibility for the Early Years Education Funding for all three-years-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.
- 11.2.** 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. Admission to our school is via Devon admissions. Parents/carers need to be aware that a place in Littletown Primary Academy Nursery does not mean you have a place in the Primary school for Reception.

12. Published Nursery Admissions Number (PNAN)

- 12.1.** This is the number of places available for our nursery intake. 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.
- 12.2.** Up to 2 places will be held for children who move into our catchment area who are due to start in the school in the next academic year.
- 12.3.** The academy also factor in the local demand for places and the age ranges of the children wanting a place. If there is a change to the PNAN part way through the year this must be published.
- 12.4.** If there is an increase in the demand for places the governors may decide to increase the PNAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 12.5.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2020/21.

The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:	52 (no more than 30 children per session.
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- 12.6.** Where the number of applications exceeds the number of places available in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

12.6.1. A child with an Education, Health and Care Plan or a Statement of Special Educational Needs naming Littletown Primary Academy will be

admitted. Children in receipt of Early Years Pupil Premium (EYPP) or Disability Access Funding (DAF) will also be admitted.

- 12.6.2. 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.
- 12.6.3. Children with an exceptional medical or social need to attend this setting.
- 12.6.4. In catchment with a sibling at Littletown and taking the 30 hour offer at only our setting.
- 12.6.5. In catchment and taking the 30 hour offer at only our setting
- 12.6.6. In catchment with a sibling at Littletown and taking the 30 hour offer at our setting and 1 other setting (minimum 16 hours at Littletown).
- 12.6.7. In catchment and taking the 30 hour offer at our setting and 1 other setting (minimum 16 hours at Littletown).
- 12.6.8. Children in catchment and are eligible to the Early Years Pupil Premium.
- 12.6.9. In catchment with a sibling at Littletown and taking the 15 hours offer at only our setting.
- 12.6.10. In catchment and taking the 15 hour offer at only our setting.
- 12.6.11. In catchment with a sibling and taking the 15 hour offer at our setting and 1 other setting.
- 12.6.12. In catchment taking the 15 hour offer at our setting and 1 other setting.
- 12.6.13. Other (Littletown reserve the right to decline admission)

1. Waiting lists

- 1.1. Following 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. It is possible that a child's name could go down on a list as well as up.

2. Increasing the hours attended

- 2.1. If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available then the places 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.

3. Admissions appeals

- 3.1. 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.

4. Transport

- 4.1.** No transport is available for pre-school children.

5. Claiming the Early Years Education Funding

- 5.1.** The Early Years Education Funding can be taken at more than one provider. It is recommended that no more than 2 settings are used. Although, at present, there is no upper limit on the number of providers a child can attend, careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.
- 5.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 5.3.** Parents must not claim more than the 15 hour entitlement, (30 hours if applicable) checks are carried out to ensure that over claims are not made.
- 5.4.** 30 hour entitlement codes - It is the responsibility of Parents/Carers to renew their 30hr code before the end of each term, in order to claim their entitlement for the term ahead. This code needs to be provided to school before the end of term. If this code is not renewed, we reserve the right to charge you for any sessions your child has attended at Nursery, which we are unable to claim funding for.

6. Changes to attendance

- 6.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. (minimum 1 months notice) 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 (see 4.7)
- 6.2.** It is expected that parents/carers will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school
- 6.3.** If a child is absent the parent/carer must inform the school. If a child does not attend the nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

7. Safeguarding

Littletown Primary Academy and Nursery is committed to safeguarding all children. Staff and parents/carers are committed to working in partnership, alongside external agencies as required.

8. Staffing

Littletown Primary Academy Nursery Staffing will include - a qualified teacher supported by staff holding appropriate child care qualifications (minimum level 2, or level 3) and paediatric first aid qualification. We operate a Key Worker system. Each child and family will be allocated a Key Worker when they start at Littletown Nursery. It is the Key Worker's job to observe your child during their play and keep a record of their learning using our online learning journey system, Tapestry. The Nursery Teacher will plan next steps for all children to ensure they make good progress.

9. SEN

Littletown Nursery is committed to supporting all children with SEN (Special Educational Needs). If a child is identified as SEN, we will work with families to support the child and ensure their needs are met to the best of our abilities. We may ask families' permission to involve external agencies (such as Nursery Plus, SALT and Health Visitors) if we feel their involvement would further support that child. We require families to engage and to be open to support from these external agencies, as well as ourselves.

10. Contacts and further information

Principal Mr David Perkins	E-mail:	admin@littletown.devon.sch.uk
	Telephone:	01404 548749
	Website:	www.littletown.devon.sch.uk

11. Policy Version

11.1. This policy was determined by the governing body on 4th March 2025