



Biggleswade Academy Admission Policy: for free nursery entitlement for three and four year olds

The free childcare entitlements for 3 & 4 year olds are:

15 hours free early education per week, term time: This is a universal entitlement for **all** 3 & 4 year olds.

30 hours free early education per week, term time, from September 2017:

This is for 3 & 4 year olds from working families that meet the eligibility criteria. The 30 hours free place will consist of: the current 15 hours universal entitlement for all 3 & 4 year olds which will be **extended** by an additional 15 free hours. The additional 15 free hours will be known as the '**extended entitlement**'.

The extended entitlement aims to support working parents and parents wishing to take up work or increase their working hours and will create a saving for eligible working families of up to £5,000 a year.

In this school we offer the following patterns of provision:

Universal entitlement for a 15 hour free place:

The universal entitlement can be accessed flexibly over the week, for example:

- 5 mornings a week or 5 afternoons per week or
- 3 mornings a week and 2 afternoons or
- 2.5 days a week (additional payment required for the break between sessions – 45/15mins dependent on setting attended)

Extended entitlement for a 30 hour free place:

The extended entitlement can be accessed during session times only - equal to 6 hours a day:

	AM 3 hours	Break between sessions – 45 mins- Blossom and The Lawns 15 mins- Academy Pre-School	PM – 3 hours	Daily Total = 0/3 or 6 hours
Monday		<ul style="list-style-type: none"> • Children attending only AM or PM Sessions only stay for the 3 hour session length. • Children attending both AM and PM Sessions may be collected by their parents during the break between sessions. • Alternatively, children attending both AM and PM Sessions can remain at their setting during this break, with charges for this lying outside of the 30 hour funded allocation. 		
Tuesday				
Wednesday				
Thursday				
Friday				
Weekly Total (out of possible 30 hour maximum):				

Admissions process:

All children accessing their free childcare entitlement will normally be admitted to a setting at the start of term **following** their third birthday (subject to the availability of places) i.e. at the start of term in September, January or April.

15 hours universal place: The Admission procedure for the universal 15 hours that is available to every 3 year old will remain the same, in that the parent submits an application form for a place to the setting, who will then confirm with the parent informing them of the sessions available for their child to attend.

15 hours extended entitlement place (30hours): For a 3 or 4 year old that is eligible for the extended entitlement 15 hours free childcare:

To apply for a 15 hours **extended place** an application form must be completed and returned to the setting. The school will undertake a validation check on the eligibility code and details provided by the parent on the application form. On confirmation the code is valid the following criteria will be applied to all applicants:

Applicants will be offered places until the provision is full (as determined by the availability of session place, mid-session break places and / or staff). Once all places have been allocated, further applications will be included on a waiting list and places will be allocated in accordance with the 30 hours oversubscription criteria.

Allocation of places

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated in order of age, starting first with the oldest child.

30 Hours oversubscription criteria:

If there are more applications than places the 30 hours oversubscription criteria (detailed in the policy documents linked below) will be applied as per the following Admission policies:

- Biggleswade Academy – Entry Point 1
<http://www.biggleswadeacademy.org/page/?title=Admissions&pid=12>
- The Lawns Nursery School –
<http://www.thelawnsbiggleswade.org/page/?title=Admissions&pid=30>

Change in circumstances

If a parent's circumstances change and they are no longer eligible to a 15 hours extended entitlement place, a DFE defined grace period of half a term will apply so the child can continue with their free place until their specified end date. After the grace period end date the child will no longer be able to receive the extended entitlement to 15 hours free childcare, however they will continue to receive the 15 hours universal entitlement.

The parent and admissions administrator will agree the pattern of attendance for the 15 hours universal entitlement.

Waiting list

The waiting list will be maintained by the admissions administrator from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out in the admission policies linked to above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described in the above linked admission policies.

Complaints

If you feel that the admissions procedure for a 30 hour place has not been fairly applied to your child then you may register a complaint with the school through the Biggleswade Academy complaints procedure - <http://www.biggleswadeacademy.org/page/?title=Policies&pid=52>

Admission into Reception

Please note that, irrespective of the previous setting attended (including our Blossom class), here is a different admission policy that applies at this point and therefore your child is not guaranteed a Reception place at Biggleswade Academy. You must follow the Central Bedfordshire Schools Admissions procedure and apply in the September before your child's 4th birthday for admission to Reception.

Review

This policy will be reviewed annually by the Early Years Governance Committee.