



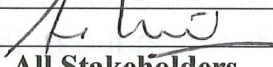
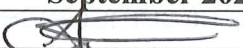
Hanwell Fields Community School

The best in everyone™

Part of United Learning

Admission Policy Hanwell Fields Community School Nursery Classes

For Admissions from September 2025 onwards

Chair of Governors Signature	
Audience	All Stakeholders
Date for next review	September 2024
Signed by Head Teacher	

adopted (or became subject to a child arrangements order or special guardianship order).

Siblings/Brother or Sister - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister who will be resident at the same address at the time of entry.

Published Admission Number – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council's Pupil Place Plan.

Universal Entitlement – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday

Extended Entitlement – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

Grace period – when a child's eligibility for the extended entitlement ceases, the government allow the funded place to continue for a specified time period, usually until the start of the next term.

Eligibility Terms

Universal Early Education Funding entitlement starts from the term after the child's 3rd birthday

Autumn Term: September 1st-December 31st

Spring Term: January 1st-March 31st

Summer Term: April 1st-August 31st

30 Hours Extended Childcare Entitlement

From September 2017, families meeting certain eligibility criteria will be legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.childcare-support.tax.service.gov.uk/par/app/overview

The government will host an **eligibility checker** service to determine whether families qualify for the extended entitlement.

Hanwell Fields Community School Nursery will be offering a 30 hours extended childcare provision, this provision will be 8:30am – 2:30pm Monday to Friday. The school will also offer alongside a 15 hours provision- this provision is am (8:30am – 11:30am)¹. Wraparound care is offered please enquire at time of application.

¹ (OCC: Parents cannot insist on accessing their child's extended entitlement at any particular provision.)

those places have been filled. A school would not then be required to admit an eligible funded 2 to an unfilled universal entitlement place.

6. The minimum **universal entitlement** to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday.
7. Places offered must always be for at least 15 funded hours a week or 570 hours a year.
8. Schools may also offer the **extended entitlement**, of 30 hours per week (term time only) or 1,140 hours per year if stretched throughout the year. This should be decided in advance of the academic year and publicised to parents/carers in the school prospectus and on the school website. Schools are not obliged to offer the extended entitlement.
9. **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.
10. Children are entitled to a place from the first day of term and offers of a place must always give this as an option even if the school offers 'staggered starts' to help children with the transition. Staggered starts should not be arranged over more than a week or two.
11. Parents will be notified that a place is available for their child no later than half a term in advance. Schools may set and advertise a termly deadline for considering applications for admission in the following term.
12. Where a school does not permit split funding (e.g. offers set places of either 15 or 30 hours) they must make clear to parents/carers that the offer is set, represents their child's full universal/extended entitlement and that sessions taken elsewhere will have to be paid for. Schools are advised to include this on admissions forms and offer letters to avoid duplicate and rejected funding claims, and unexpected bills for parents.
13. **Flexibility** Schools may offer their nursery places in a number of ways. These include half or full day sessions, extended sessions covering lunchtimes, or a stretched offer (fewer hours per week but including weeks during school holidays). Schools must make clear what their offer is.

Where the extended entitlement is available through hours in out of school clubs, or in partnership with other providers, school must make clear which element is the universal entitlement and will therefore be guaranteed to continue.

14. Copies of the school's prospectus will be available on request to parents and to outside agencies. The prospectus should state the opening times of the nursery and set out its educational aims and provision. The prospectus should also set out the County Council's policy for allocating nursery places

15.8 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families Geographic Information System

Headteachers can seek advice and assistance from the Admissions & Transport Services Manager in applying these criteria.

16. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.
17. Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class or nursery school until the term after he/she becomes five* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**

*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the schools Primary School admissions policy for more detail on deferring entry.
18. Where a family ceases to be eligible for the extended entitlement, the place should return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Schools offering the extended entitlement should explain this possibility in writing when offering the extended entitlement place. **Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.**
19. A universal entitlement nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.
20. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school. For Aided schools or **Academies** the complaint should be directed to the Head of the school and then to the School Governors, as they have the ultimate decision regarding admissions to these schools. **Hanwell Fields Community School Complaints Policy can be found on the website.**