

**Little Acorns Nursery
Admissions Policy**



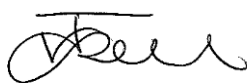
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Committee/FGB	FGB
Responsible:	Vikki Reader – Headteacher
Review Date:	May 2026

Signed:



Chair of Governors

Signed:



Headteacher

Date: 19th May 2025

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	30.1.24	BH	FGB	Page 2: additional statements highlighted. Plus table of eligibility added. <u>Government funded nursery places</u> The government currently offers a variety of free nursery care places to pre-school age children, with the extended entitlement coming into force in April 2024. Below is an outline of the entitlement. Further detail can be found in our Charging Policy or via the weblink below. Should you have any questions, please contact us for more information. From the Effective Date, a child will be entitled to the specified free hours set out in the table below the term after both of the following conditions are satisfied: (1) the child has attained the Relevant Age; and (2) the child's parent has a current positive determination of eligibility from HMRC, ie, a valid eligibility code
2	30.1.24	BH	FGB	Page 4 Additional bullet point under <u>2 year funding</u> <i>from April 2024, the 15 hour entitlement for children of eligible working parents from the age of 2 starts and you may be eligible if you earn at least £8,670 a year and less than £100,000 a year adjusted net income, which is your income after some tax reliefs and deductions.</i>
3	30.1.24	BH	FGB	Page 4 Removal of '14.45 - 15.45 Extension Club' and replaced with '14.45 – 17.30 Wraparound Care'
4	30.1.24	BH	FGB	Page 4: Links updated and additional website added For full details of childcare entitlement please refer to: Early education and childcare (applies from 1 April 2024) - GOV.UK (www.gov.uk) This website also contains useful information in understanding your entitlement Childcare Choices 30 Hours Childcare, Tax-Free Childcare and More Help with Costs GOV.UK

5	30.1.24	BH	FGB	Page 5: additional bullet point added re place allocation at Little Acorns - those applying for their child to attend Oakfield CE (Aided) Primary School when their child reaches school starting age
6	7.5.25	BH		Change to page 3 <i>Updated info re government funded spaces. Updated links</i>
7		BH		Change to page 5 Clarification of entitlements around funding from two years old
8		BH		Change to page 6 Additional statement re SEND and Safeguarding
		BH		Updated link on pg 7. Early years entitlements: local authority funding operational guide 2024 to 2025 (DfE) Early years entitlements: local authority funding operational guide 2024 to 2025 - GOV.UK

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Visits

We welcome visits from parents and children who are considering applying for a place at our setting. 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 setting. If you would like to visit our nursery, please telephone us to make an appointment.

Government funded nursery places

The government currently offers a variety of free nursery care places to pre-school age children, with the extended entitlement coming into force in September 2025 where working parents may be able to get free childcare for a child aged 9 months to 4 years old. If your child is:

- 9 months to 2 years old, you can get 15 hours per week of free childcare
- 3 to 4 years old, you can get 30 hours per week of free childcare

At Little Acorns, children can start with us from 2 years old. Below is an outline of the current entitlement for 2-year old's. Further detail can be found in our Charging Policy or via the weblink below. Should you have any questions, please contact us for more information. From the Effective Date, a child will be entitled to the specified free hours set out in the table below the term after both of the following conditions are satisfied:

(1) the child has attained the Relevant Age and

(2) the child's parent has a current positive determination of eligibility from HMRC, ie, a valid eligibility code

Effective Date	Relevant Age	Free hours per annum [footnote 13]	Examples of when a child can take up their free place [footnote 14]
From 1 April 24	2 years old	570 hours	The term after the child turns 2 years old, ie: - 1 April if the child turns 2 between 1 January and 31 March - 1 September if the child turns 2 between 1 April and 31 August - 1 January if the child turns 2 between 1 September and 31 December

Early Years Entitlement Funding (EYEF)

All 3 to 4-year-olds in England are currently entitled to a free early education place for 570 hours per year. This is entitlement is taken as 15 hours a week for 38 weeks of the year and is available from the term after your child's 3rd birthday.

Some 3 to 4-year-olds, if families are working, are eligible for 30 hours free childcare a week. To check to see if you are eligible please visit <https://www.gov.uk/30-hours-free-childcare>

2-Year-Old Funding

From September 2025, 2 year olds will be eligible for 30 hours of free childcare per week for 38 weeks of the year, if parents are working.

The amount of free childcare you can get depends on:

- your child's age and circumstances
- whether you're working (employed, self-employed, or a director)
- your income (and your partner's income, if you have one)
- your immigration status

However, your 2-year-old can get free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

If you're a non-EEA citizen who cannot claim benefits

If your immigration status says you have 'no recourse to public funds', you may still get free childcare from 2-years-old. You must live in England and your household income after tax must be no more than:

- £26,500 for families outside of London with one child
- £30,600 for families outside of London with two or more children

You cannot have more than £16,000 in savings or investments.

For full details of childcare entitlement please refer to: [Early education and childcare \(applies from 1 April 2024\) - GOV.UK \(www.gov.uk\)](#) [Help paying for childcare: Free education and childcare for 2-year-olds if you claim certain benefits - GOV.UK](#)

This website also contains useful information in understanding your entitlement [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

In summary, Little Acorns can offer funded places from two years old. You can only get help from either:

- free education and childcare for parents getting benefits
- [free childcare if you're working](#)

If you're eligible for both sets of funding, you must apply for help through *the free education and childcare for parents getting benefits scheme* first.

Session times

Little Acorns Nursery is open as follows:

07.45 - 08.45 Breakfast Club
08.45 - 11.45 Morning Session
11.45 - 14.45 Afternoon Session
14.45 – 17.30 Wraparound Care

Parents only wishing to use their 15 or 30 funded hours can do so within the session times of the Nursery's operating hours. Details of buying additional sessions or hours are set out in the charging policy.

Applying for a Nursery place

How to apply for a place

To apply for a place at our setting, you should complete our Little Acorns Registration Form and the Early Years' Parent/Carer Contract and hand it in at the school office. You will be contacted for an induction appointment by the Little Acorn's Team to have a discussion around required sessions etc.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available a waiting list will be kept.
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE) and any local conditions in place at the time.
- We arrange our waiting list in order of application date. In addition, our policy may take into account the following:
 - those applying for their child to attend Oakfield CE (Aided) Primary School when their child reaches school starting age
 - siblings already attending the setting or Oakfield CE (Aided) Primary School
 - the vicinity of the home to the setting
 - the number of hours required
 - Children of staff (see definition i)
- We endeavour to keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe how our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We make our Single Equalities Policy and SEND policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- This policy will be reviewed annually.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by

the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.

- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.

Safeguarding/child protection

If information is provided by the parents/carers that a child who is starting at the setting is currently, or was involved with social care, the designated safeguarding lead will contact the agency to seek further clarification.

Parents/carers are advised on how to access the setting's policies and procedures.

Further guidance

Early years entitlements: local authority funding operational guide 2024 to 2025 (DfE) [Early years entitlements: local authority funding operational guide 2024 to 2025 - GOV.UK](#)

Definitions:

1. Staff includes all those on the payroll of the school who have been an employee continuously for two years at the time of application. Children of staff refers to a situation where the staff member is the natural parent, the legal guardian or a resident step parent.