St Budeaux CE Primary Academy

Nursery Admissions Policy

September 1, 2026 – August 31, 2027

Policy agreed: September 2026
Policy review date: September 2027

As an academy school, the First Federation Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding Nursery Applications -we set our own oversubscription criteria.

The Ethos of St Budeaux CE Primary Academy

Our school Christian values are intrinsic to our whole school ethos of supporting one another and empowering each other to do the best we can, whatever that might be.

Early Years Funding

- You may be entitled to funded nursery sessions. Please use the Childcare Checker to find out what your family is entitled to receive.
- The government's Best Start in Life website gives information about childcare funding and support available to parents.
- School is required to check original copies of documentation to confirm that your child has reached the eligible age for all funded entitlements. You can provide a birth certificate, passport or Biometric Residence Permit (or something similar). School must retain copies of this document for seven years.

Universal Entitlement

- All 3 and 4 year olds are entitled to 570 funded hours a year or 15 hours a week over 38 weeks (term times) of funded early years provision.

Working Entitlement

- An additional 15 hours a week is available for working parents of aged 3 and 4 year olds and up to 30 hours a week for 2-year-olds and under (1140 hours a year) who meet the eligibility criteria.
- You need to open a Government Gateway Account Childcare Service to make an application online for this funding if you are a working parent or carer.
- Eligible parents/carers will receive a code beginning '50' (or a temporary code beginning '11') which they will need to give to school. **Please apply for your code in good time.** It can be provided up to 16 weeks before your child is of eligible age, however, if an application is made very early, you may need to reconfirm your code prior to taking up a funded place.
- School must validate your code through Plymouth City Council as they pay the funding to our school.
- If you become ineligible, there will be a 'grace period' in which school will continue to receive funding for your child until the end of the relevant funding period.
- If your child is no longer eligible and the grace period has ended, you will continue to get the 570 hours universal entitlement if your child is three or four.

Early Learning for 2 Year Olds (ELF2)

- We encourage all parents/carers with a two year old (or approaching their second birthday) to check their eligibility Early Learning for 2 year olds (ELF2) funding via Citizens portal or phone 01752 668000.
- Eligible parents/carers will receive an email to confirm entitlement. This will include the name of your child, the earliest date that they can take up a funded place and a reference number . Please share the email with school to confirm your eligibility for ELF2 funding.
- If you are eligible for both the ELF2 funding (15 hours) and the 2-year-old funding for working parents (30 hours) school will claim the latter and will make a note of your eligibility for the ELF2 funding as your child may also be eligible for other funding.

Other funding to support your child

- **Disability Access Funding (DAF)** is given to school to support children with disabilities or special educational needs. It aids access by supporting us to make reasonable adjustments. Children who are accessing some, or all, of their early year's entitlement funding, who are in receipt of Disability Living Allowance and who meet the eligibility criteria can apply for Disability Access Funding.
- **Early Years Pupil Premium (EYPP)** is additional funding for school to improve the education we provide and the outcomes for children. Plymouth City Council identifies children who are in care to Devon and funding for these children is automatically paid to the school.
- Please ask the school office for an economic application form for EYPP so that we can claim all funding that your child may be eligible to receive.
- We need to know whether your child is in care to another local authority, or if they have left care and are subject to a special guardianship, child arrangement, or adoption order. If this applies to your child, please ask the school office for a Children in Care application form for EYPP.
- There is no lower age limit for a **Free School Meal**. Please check if your child can have free school meals here. In addition to meeting the eligibility criteria when you choose your session times Free School Meals can only be given when you book a full day.
- Please complete the Parent declaration form. You will find our privacy notice on this form to comply with the General Data Protection Requirements (GDPR). This form helps us to collect the information needed to make funding claims for your child. School must have your written consent to use your codes and personal details for funding purposes.
- We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.
- There may be some children who are only attending for bought hours and some that only attend for funded hours.
- The maximum amount of funded time that you can take in a day is 10 hours; you cannot use more than two sites for funded early years places in a day.

Admissions to the nursery

St Budeaux CE Primary Academy admits:

- All funded children from their second birthday term times only.
- All non-funded children from their second birthday term times only.
- All funded children from their third birthday term times only.
- All non-funded children from their third birthday term times only.
- Funded and non-funded children from the start of the funding period following their second birthday term times only.

Points of admission to nursery

- We want children who are eligible for funding to start as soon as they can. If we have a space your child will be admitted.
- If we don't have a space your child's name will be added to a waiting list that is kept in order of their priority for a place. We will let you know if a place becomes available.

If your child is born (or reaches 9 months) between:	**You can claim funding from:**
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's birthday
1 September and 31 December	1 January following the child's birthday

- The table above shows the dates when you can claim funding for your child if you are eligible.
- We expect most children will leave the nursery to start full time in reception in the September following their fourth birthday.
- If you choose to defer or delay entry into school the Early Years Funding is paid up until the time when your child reaches compulsory school age.
- There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday (compulsory school age). All places offered in reception are for full-time admission. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

- If your child is offered a staggered or part time start in school, you will not be funded to also attend nursery because the school is funded for your child to attend full time in the reception class.

Sessions available in our Nursery

- Our school makes an offer for the universal 570-hour (15 hours) funding entitlement for 3 and 4 year olds and Early Learning for 2 year olds (ELF2) funding as well as the 1140 hour extended working entitlement (30 hours) funding for children from two of:
- Morning sessions of 9.00am to 12.00pm and
- Afternoon sessions of 12.00pm to 3.00pm and
- All day sessions of 9.00am to 3.00pm during term time only

- Families that need a longer day can take funded nursery/preschool places in our after-school provision. These sessions are:
- 3.15pm – 4.15pm or 3.15pm – 5.00pm

- The provision after school will differ from the core early years provision between 9.00am and 3.00pm, as there will be older children attending and the adults will be different.
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- After school childcare is available for all children (aged 3-11). The school manages this service, and this means that the Early Years Funding for three- and four-year-olds can be offered between 9am and 5pm making our nursery provision extremely flexible.
- We only open for 38 weeks of the year which is during school term times.

- The table below sets out the session times that you can choose. When applying for a place please use the nursery application form and tell us what sessions you want.
- These are the sessions that you can choose. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out

on some of your funded entitlement hours or be paying for time that you have chosen not to take.

Session choices	Hours	Bought, Funded or both?
9am – 12 noon	3	Either
12 noon - 3pm	3	Either
9am – 3pm	6	Either

- The school has signed up to the Plymouth City Council Provider agreement and is compliant with the requirements for funded hours and for charging.

Charges

- There is no charge for applying for a nursery place, for admission or for the provision of the funded entitlements.
- 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 are compulsory.
- Details about buying additional sessions in the nursery are set out in the school's nursery charging policy.

School Lunches

- Free School Meals (FSM) must be provided by us for children (whose parents meet the eligibility conditions criteria) and if their **child attends both before and after the lunch time period**. This generally means an all-day session.
- A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Please check your eligibility for a free school meal through the this link so you can tell us if you are eligible when you apply for a place.
- Children who do not meet the eligibility criteria for free school meals in our nursery are offered the opportunity to either buy a school lunch or bring a packed lunch if they attend during lunch time.

Help with the cost of childcare

- We accept childcare vouchers.

- We are registered for Tax-Free Childcare and if you work you may be able to claim Universal Credit Childcare.
- If you are under 20 and a student, you may get help with childcare costs through Care to Learn.
- If you are a full time student in higher education and you qualify for student finance - you may be able to get a Childcare Grant.
- If you receive an NHS Bursary and you are a medical or dental student – you may be able to get a Childcare Allowance (CCA) through the NHS Business Services Authority.
- If you are unemployed your work coach may be able to support, you with the cost of childcare. Please speak directly with them.

Visiting the nursery

- We welcome visits from parents 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. If you would like to visit us, you should contact the school to make an appointment on 01752 365217.
- We offer stay and play and taster sessions prior to enrolment.

Before you apply

- ✓ If your child is almost two or has had their second birthday - before making an application, please check your eligibility for Early Learning for 2-year-olds funding (ELF2) here.
- ✓ You can use the same link to check if you are entitled to a Free School Meal.
- ✓ If you are a working parent, please check your eligibility for the working entitlement funding (30 hours) through the Childcare Checker
- ✓ Evidence of eligibility will be checked before an offer of a place is made.
- ✓ Please check to see if you can get extra funding to support your child in our nursery through Early Years Pupil Premium funding before making an application for a place. Ask the school office for an EYPP Declaration form if you receive benefits or for the EYPP Children in Care form if your child is in care, adopted or under a child arrangements or special guardianship order.

- ✓ If you need more childcare than the funded entitlement allows, you can set up a childcare account to benefit from Tax Free Childcare.

How to apply for a nursery place

- ✓ You must complete the nursery application form and return it to the school.
- These forms are available online for you to download and complete or as hard copies from the school office.
- If you would like help completing the forms, please mention this to the school office or to someone in the nursery.
- Please provide evidence of your child's date of birth and address when you apply for a place. If you, or your child, has an exceptional medical or social need please, provide a letter from a professional to accompany your application.
- If there are places immediately available your child may be able to start right away.
- If there are no places available and if there is also a waiting list for places; this may particularly be the case for children starting in September, the following dates will be in place so we can manage the applications.
- The closing dates for applications for the nursery intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time.
- If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.
- No places will be held in reserve for a child who applies late; the nursery cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website but the responsibility for making an application will be with you as the parent.

Information provided in an application

- Please complete your application fully and honestly. 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 nursery, and this disadvantages another child.

- 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.

What happens next

- If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the governing body/ trustees prioritise applications according to the oversubscription criteria.
- We do not consider the sessions requested when prioritising who should have a place.
- We will endeavour to give the hours requested. It is inevitable, however, that some parents will not get the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- By 1 May, 1 October, and 1 February we will contact successful parents to welcome them to the nursery and to plan for your child to start.
- You will also be contacted if we do not have a place available so that you can apply to another provider.

Overview of the Admissions Process

Visit the nursery:	**Spring term**	**Summer term**	**Autumn term**
Apply by:	**1 May**	**1 September**	**1 January**
Admissions panel meet:	**May**	**September**	**January**
Receive a letter about your application before:	**May half term**	**October half term**	**February half term**
Reply to the letter:	**within 2 weeks to accept a place (or if you wish, to ask**	**within 2 weeks to accept a place (or if you wish, to**	**within 2 weeks to accept a place (or if**

	why you did not get a place).	**ask why you did not get a place).**	**you wish, to ask why you did not get a place).**
Start at Nursery **(or at the start of term closest to that month)**	**September** **Autumn Term**	**January** **Spring term**	**April** **Summer term**

Published Nursery Admissions Number (PNAN)

- This is the number of places we intend to make available in our nursery.
- Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand for places and we could admit more children, we will endeavour to take more children - 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.
- If there is a change to the PNAN part way through the year this will be published on the school website.
- If there is an increase in the demand for places, we may decide to increase the PNAN to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

The table below sets out our PNAN for September 2026– September 27

The maximum number of 2,3 and 4-year-old children that will be admitted at any one time is:	**26**

- Where the number of applications exceeds the number of places available the Trust will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA

September 1, 2025 – August 31, 2026

To be used when the number of applications exceeds the number of sessions available in the nursery for all ages of children.

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted [11].

i. Looked after Children [12] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO) [13] including those who were in state care outside of England and ceased to be in state care because they were adopted.

ii. Priority will next be given to children or parents with an exceptional medical or social need [14] to attend this nursery.

iii. Priority will next be given to children who live in the schools designated area and are eligible for Early Learning for 2 -year-olds (ELF2) funding or Early Years Pupil Premium or Disability Access Funding.

iv. Priority will next be given to children who live within the schools designated area and whose parents are eligible for the working entitlement.

v. Priority will next be given to children who live in the schools designated area who have a sibling at the school or nursery.

vi. Priority will next be given to all other children who live in the schools designated area.

vii. Priority will next be given to children who live outside of the schools designated area with a sibling at the school or nursery.

viii. Priority will next be given to children who live outside the schools designated area who are eligible for Early Learning for 2-year-olds (ELF2) funding, Early Years Pupil Premium or Disability Access Funding.

ix. Priority will next be given to the children of members of staff who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.

x. Other children.

[12] These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

[13] These children meet the eligibility criteria for targeted two-year-old funding and for Early Years Pupil Premium.

[14] Evidence from a medical specialist or social worker must be provided.

Waiting lists

- Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. 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 or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- Parents with children that are not due to start within the next two terms, will be asked to complete the Note of Interest form and told when they should apply.

Admission appeals

- If a nursery place is refused, you can go through the school's complaints process here to express your concerns. The Trust 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, the panel will consider the impact of the decision on your child and family and may still award a place at the nursery if there are both the physical space and sufficient staff available.

Transport

- No transport is available for nursery children.

Uniform

- Children attending St Budeaux Primary Academy are expected to wear a uniform. This can be purchased from My Clothing. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the nursery is optional.

Claiming the Early Years Funding

- Early Years Funding can be taken at more than one provider; you cannot use providers on more than two sites in one day. Each provider claims the funding on your behalf based on the sessions that have been booked and up to the amount that you are eligible to have.
- It is important that everyone can clearly see what time is taken as funded and what time is being bought.
- You must not claim more than you are entitled to receive, checks are carried out to ensure that over claims are not made.

Changes to attendance

- Changes to the times that your child attends will generally be agreed with the Head of school.
- The oversubscription criteria will be applied to both a) and b) below to determine within each list which children should be given priority for the unfilled sessions.

a) Children already attending the nursery wishing to increase, decrease or change the times attending.

b) New applications from parents whose child does not yet attend the nursery and are on the prioritised waiting list.

- It is expected that you will ensure that your child attends at the times agreed so that a good routine can be established.

Induction and transition arrangements

- We offer Stay and Play sessions prior to children starting in the nursery and the nursery teacher will contact the parents to arrange this.

Contacts and further information

Headteacher:	**Nicki Carvell**
Nursery Contact:	**Kelly Hardy**
E-mail:	**admin@sbpa.plymouth.sch.uk**
Telephone:	**01752 365217**
Nursery Webpage:	**link to school website**