



1. CONTEXT

The purpose of this admissions policy is to ensure the transparent allocation of places for children to access integrated care and education at Caverstede Nursery School.

- We provide sessions for children between the ages of 2 and 4 who are eligible for their funded nursery education entitlement and/or those who wish to pay for sessions –
 - 2-year olds of up to 15 hours for those families that meet the funded eligibility criteria or up to 30 hours for those eligible for the extended funded entitlement when this becomes available from 01.09.2025 (see appendix 1 for details).
 - (see appendix 1 for details).
 - 3-4-year olds of up to their 15 hours of universal entitlement, or up to 30 hours for those eligible for the extended funded entitlement (see appendix 1 for details).
 - 2-year olds of up to 30 hours wishing to pay for sessions.
 - 3 and 4-year olds wishing to pay for additional sessions up to 30 hours.

As a guideline we aim to provide 20 part time equivalent places for children with SEND aged 2 to 4 years.

The number of children that can be admitted to our nursery will depend upon how many children already attend our nursery, their ages, the amount of floor space we have and the staffing ratios we need.

2. ALLOCATION OF PLACES (see appendix 2 for definitions).

2.1 Places are initially allocated according to the following priority order:

- Current children who wish to remain with us for their Preschool year will automatically be allocated a place.
- Children with a statutory right to a place at the school through an Education Health and Care plan naming Caverstede Nursery School
- Children 'looked after' and children who were 'looked after', but ceased to be so because they were adopted (see appendix 2 for definition)
- A child 'at risk' (or the sibling of a child 'at risk') who is subject of an inter-agency child protection plan (Referred by the Local Authority)
- Children who have a sibling on roll at the school at the time of admission
- Children of a staff member
- Although we do not have a specific catchment area, distance will be considered, prioritising those that live closer

2.2 If a child is away from the school on holiday for more than 3 weeks, then their place may be offered to another child

2.3 Change in circumstances regarding a child's eligibility for a 30 hour place

If a parent's circumstances change and a child is no longer eligible to 15 hours extended entitlement place, a grace period, set by the Government, will apply so the child can continue with their place until a specified end date. After the grace period end date the child will no longer be able to receive the 15 hours extended entitlement place, however they will continue to receive the 15 hours universal entitlement place. In these circumstances the parent and Head Teacher will agree the pattern of attendance for the 15 hour's universal entitlement place.

However, should a parent choose to pay for the sessions that were previously funded, they can do so and continue with the same sessions.

2.3a Change in circumstances regarding a child's eligibility for a funded Working Parents place

If a parent's circumstances change and a child is no longer eligible to the Working Parents funding (15 or 30 hours), a grace period, set by the Government, will apply so the child can continue with their place until a specified end date. After the grace period end date, the child will no longer be able to receive this funding. In these circumstances the parents/carers have the option to pay for the sessions, should they wish for their child to continue attending, until they are entitled to 15 hours universal funding. If the child is unable to continue to attend, where possible we will hold the space ready for readmission when funding is available.

APPENDIX 1

The free childcare entitlements are:

- **15 hours free early education per week, for 38 weeks of the year (term time), which equates to up to 570 hours over a year.** This is for 2-year olds whose families meet the eligibility criteria. From 01.09.25 this increases to 30 hours for families that meet the working parent's eligibility criteria.
- **15 hours free early education per week, for 38 weeks of the year (term time), which equates to up to 570 hours over a year.** This is a universal entitlement for all 3 and 4-year olds.
- **30 hours free early education per week for 38 weeks of the year (term time), which equates to up to 1140 hours over a year.** This is for 3 & 4-year olds from working families that meet the eligibility criteria. The 30 hours entitlement will consist of: the current 15 hours universal entitlement which will be extended by an additional 15 free hours. The additional 15 free hours will be known as the '**extended entitlement**'.

Information on the funding available can be found on the website <https://www.peterborough.gov.uk/children-and-families/early-years-and-childcare/childcare-funding>

3-4-year-old Nursery Education Funded Entitlement – 15/30 hours

Children are entitled to their universal funding entitlement in the term following their third birthday

Children born between	Eligible to Funding
1 st April to 31 st August	Autumn Term: September to December
1 st September to 31 st December	Spring Term: January to March
1 st January to 31 st March	Summer Term: April to July

Working Parents Early Years Funded Entitlement – 15/30 hours

Children are entitled to the working parent's funding entitlement in the term following the relevant age; refer to <https://www.peterborough.gov.uk/children-and-families/early-years-and-childcare/childcare-funding> for details.

Children born between	Eligible to Funding
1 st April to 31 st August	Autumn Term: September to December
1 st September to 31 st December	Spring Term: January to March
1 st January to 31 st March	Summer Term: April to July

APPENDIX 2

Definitions

'Looked after' and previously 'looked after' children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is

(a) in the care of a local authority, or

(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Siblings and the position of twins

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application.