



# The Milford Academy Early Years (EYFS) Admissions Policy

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Approved by: (if applicable)	Governing Body	Owner:	Sophie Smith/ Joe Turner
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## **The Milford Academy Admission to Nursery Policy**

### **Admission to Nursery**

At present, Milford Nursery is staffed to accommodate from 78 part time children in the Autumn term, to 112 part time places at the end of the school year. We are currently offering 30 hours provision to children who are eligible through the Government scheme for 30 hours free childcare.

The 30-hour provision will be offered to children in N2 (the year before they move into F2 or reception) and N1 (first year of Nursery). Alternatively, if you have an eligibility code, you can claim childcare costs for 30 hours using 2 settings e.g nursery and a childminder.

Where the Academy is oversubscribed by the LEA, children on the waiting list for F2 will not take priority over F1 children for nursery places.

We operate a waiting list system and children are offered a place as soon as one becomes available after a child's third birthday.

Anyone can add a child's name to our waiting list at any time after a child's birth. When they approach the school to do this, they are required to supply the information to fill out our waiting list form (appendix A). If the family require additional support for admission, eg. a translator or consideration for SEN, the EYFS Manager will arrange this in time for the child's proposed admission.

When places become available in the Nursery, priority is given to the oldest child on the waiting list, including children who have moved into the area who may be older than three. Priority may also be given to children recommended by children's services or the health service, with whom we are in regular contact.

When a child is offered a place, they are invited with their parents or carers to visit the Nursery (appendix B). It is made clear at this point that admission to Milford Nursery does not mean an automatic admission to The Milford Academy. The child and their family are introduced to the Nursery staff and given our welcome booklet which is explained to them at the initial meeting. They are also given a date and time to start nursery.

On or before the date of admission a parent or carer will have an individual interview with the EYFS Manager or Nursery Teacher in order to share information about their child's individual needs, emergency contacts and background on their child's development so staff can provide the most challenging curriculum for that child. The child's birth certificate is checked on admission to ensure we have the correct information. This information is entered into the school's main computer and the child is issued with a UPN (unique pupil number).

After the initial admission session, we work with each family individually on settling their child. Some children (especially those who have been to nursery before) are able to settle quickly and can be left for the whole session. Generally, we take it more slowly and encourage carers to leave their child for a short time to begin with and increasing this time over a period of days until their child is happy to be at nursery without their main carer.

## **First Admissions to Primary School**

It is a legal requirement for a child to attend school from the beginning of the term after their 5<sup>th</sup> birthday.

At The Milford Academy we follow the Nottingham City LEA common admissions policy, that all children will be offered a place in Reception classes in the September following their 4<sup>th</sup> birthday.

In Nottingham City LEA parents are required to register their children for school in January of the school year in which the children are 4. Children already in LEA nurseries are automatically registered. Soon after the registration date, the LEA will send an admission pack to the family of each registered child. This pack includes information about the infant or primary school in the catchment area where they live. There is also guidance for parents to apply online by January requesting a place at their preferred school which may or may not be their catchment school. They may send for a paper form if required and return it to the LEA by a given date in January. The LEA reply in April to let them know if their application has been successful. The criteria used by the LEA to determine the outcome is set by the DFES.

## **Admissions to the Early Start Unit**

Our Early Start Unit was set up as part of the Early Learning Programme for 2 year olds, a Government funded initiative.

Parents will first of all need to apply to the Local Authority online. The Families Information Service will check eligibility and provide a letter of confirmation. Children cannot be admitted without this letter.

Eligible Parents may request a place in our Unit and the child may take up that place from the term after their 2<sup>nd</sup> birthday if a space is available. In the case of oversubscription, we will follow the criteria for infant admission. Parents and Carers will complete admission forms giving information about their child to the room manager so she can ensure the safety and well-being of each child. They may take as long as they need to settle their child into the room. Places will be offered as 3 hour sessions on 5 days a week, either mornings or afternoons.

The child's birth certificate will be checked on admission to ensure their details are correct. We also take a copy of the new born hearing and vaccination page of the child's Red Book

### **30 hour funding**

30 hours at Nursery equates to a full-time space, where children attend from 8.45am-3.30pm. Families may be able to get 30 hours free childcare if you live in England and your child is 3 to 4 years old. You must also meet the eligibility criteria, which depends on whether you're working (employed, self-employed, or a director), your income (and your partner's income, if you have one), your child's age and circumstances and your immigration status. More information about eligibility and applying for the funding can be found on the following website:

[www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare).

It is the parent's responsibility to reconfirm their eligibility every 3 months. Failure to do this may result in the 30-hour place being withdrawn.

We are only able to offer 30-hour places if spaces are available, alternatively 15 hours may be offered. In the case of oversubscription, we will follow the criteria for infant admission when offering the extra hours.

Applications for 30-hour places must be made the term before the child wishes to start the additional hours. For example, families should apply for the 30-hour funding code and complete the Academy application by 8<sup>th</sup> December for a 30-hour place in the Spring term.



**MILFORD**

**NURSERY WAITING LIST**

Child's Name: .....

Child's Date of Birth: .....

Parent / Carer's Name: .....

Address: .....

Postcode: .....

Home Telephone No.: .....

Mobile Telephone No.: .....

Parent's email address: .....

Preferred Placement for: a.m.  p.m.  either

Are you eligible for the 30 hours:

Have you applied for the code

Have you received the code

Are there siblings in school:

Name: ..... Class: .....

Name: ..... Class: .....

Name: ..... Class: .....

Name: ..... Class: .....

Do you need a translator to aid admission? yes:  no:

If so, which language do you require? .....

Do you have any concerns about your child's development? yes:  no:

If yes, please give details below:

.....  
.....  
.....

Appendix B

The Milford Academy  
Dungannon Road  
Clifton  
Nottingham.  
NG11 9BT  
Tel: 0115 9152951

Dear Family,

We are pleased to be able to offer ..... a morning nursery place in the .....Term. Our session times are Monday – Friday.....

We would like to invite you and your child for a visit to our Nursery on ..... You will have the opportunity to look around the Nursery, meet the staff and arrange a starting date for your child. We will also sit together to complete the admission paperwork.

If you are interested in a full-time place and are eligible for the 30-hour funding, please let me know as soon as possible as places are limited. We will require a copy of the 30-hour eligibility letter, your National Insurance number on an official document and a copy of your child's birth certificate.

Please email [admin@milford.nottingham.sch.uk](mailto:admin@milford.nottingham.sch.uk) or contact the school on 01159152951 to confirm your attendance, or let us know if you no longer require the place.

It is a legal requirement for us to check your child's birth certificate on entry to Nursery, please bring the original copy of your child's birth certificate to the meeting. You will need to obtain a copy if you do not have it.

Admission to the nursery unit does not automatically lead to admission to The Milford Academy when your child is old enough for infant education at the age of five. All children attending the nursery unit will be excluded from the register when they reach the time of transfer from nursery to infant education. You will need to arrange for your child's admission to the school serving your home address or seek a place at your preferred school during your child's final year in nursery. You will be informed of what you need to do to make these arrangements nearer the time.

We look forward to meeting you soon.

Yours sincerely,



Mrs Smith EYFS Lead & Nursery Teacher