



Sowing the Seeds for Life Long Learning

At Gracelands Nursery School our aim is to create a stimulating, healthy, happy, secure and inclusive environment which will promote the independent learning process for all

Admissions Policy

At Gracelands Nursery School we follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the government's prevent strategy.

Admissions Policy

RIGHTS RESPECTING SCHOOL

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

Article 15 - Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

Article 18 - Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by giving them the help they need, especially if the child's parents work.

Article 28 - Every child has the right to an education. Primary education must be free. Secondary education must be available to every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

At Gracelands Nursery School we follow the Local Authority guidance for admissions for the 15 hours for 2 year old children, 15 hours for 3-4 year olds and 30 hours Early Education Entitlement for eligible families.

Gracelands Nursery School has the following places available for children:

Nursery 1: 21 FTE places for children aged 2-3

Nursery 2: 39 FTE places for children aged 3-4

Free places for 2 year olds:

Birmingham City Council offers an early education entitlement for two year old children to support the most disadvantaged families in the city. Eligible 2 year olds will be entitled to 15 hours per week of provision for 38 weeks of the year the school term after their second birthday.

Eligibility entitlement is determined when parents complete an online application at <http://www.birmingham.gov.uk/2yearolds>.

Free 15 Hours Places 3-4 year olds:

All children in England get 570 free hours per year. It's usually taken as 15 hours a week for 38 weeks of the year, but you can choose to take fewer hours over more weeks. You can get it from the term after your child's third birthday.

15 Hour Entitlement for 2-4year olds:

Gracelands Nursery School offers this entitlement as a two and a half (2.5) day block during term time or morning and afternoon sessions as follows:

Monday 9.00am - 3.00pm

Tuesday 9.00am - 3.00pm

Wednesday 8:45am - 11.45am

OR

Wednesday 12.15pm – 3.15pm

Thursday 9.00am – 3.00pm

Friday 9.00am – 3.00pm

OR

Monday – Friday 8:45am - 11.45am

OR

Monday – Friday 12.15pm – 3.15pm

30 Hour Entitlement:

Gracelands Nursery School offers those entitled to a 30 hour per week place provision between 9.00am – 3.00 pm Monday – Friday. This on a term time only basis.

Eligibility entitlement is determined when parents complete an online application at <https://www.childcarechoices.gov.uk/>

Fee Paying Places:

Parents can also pay for places and top up sessions. Please see our Charging and Remissions Policy.

Where there are more applications than there are places available, places will be offered based on the oversubscription criteria which is as follows:

- Looked after or previously looked after children
- Siblings with an older brother or sister at the school (or at a school on the same site) who will still be in attendance at the same time as their sibling enters the school.
- Distance from the school

Gracelands Nursery School Admissions Procedure

At Gracelands Nursery School we follow Birmingham City Council's Admissions Criteria

2-3year olds

Free part-time places of 15 hours per week for 2 year olds are available subject to eligibility. Your 2-year-old can get free early education and childcare if you live in England and get one of the following benefits:

Free education and childcare for 2-year-olds

Your 2-year-old can get free early education and childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance
- they've left care under a special guardianship order, child arrangements order or adoption order

You can check eligibility via <http://birmingham.gov.uk/2yearolds> or alternatively the School will check once you have completed Gracelands Admissions Form and will confirm whether your child is entitled to a free part-time 2 year old place.

3-4 year olds

Free 15 Hours - Part -time Place

All children in England get 570 free hours per year. It's usually taken as 15 hours a week for 38 weeks of the year, but you can choose to take fewer hours over more weeks. You can get it from the term after your child's third birthday.

30 Hours - Full-time Place

Extended free childcare - 30 hours for 3 and 4 year olds

All 3 and 4 year olds are entitled to 15 hours a week of free early learning.

From September 2017 the government has committed to doubling the amount of free childcare from 15 to 30 hours a week for working parents of 3 and 4 year olds.

Eligible working parents will be able to access the additional free childcare in Ofsted registered childminders, schools, nurseries and out of school club who have registered to provide Early Education Entitlement places with Birmingham City Council.

A child is entitled to 30 hours childcare the term after their third birthday or from the term after their family becomes eligible. ;Parents will need to confirm that they remain eligible every three months.

The eligibility criteria is set out below.

- The parent of the child (and their partner where applicable) should also be in qualifying paid work. The definition of qualifying paid work is each parent or the single parent in a lone parent household will need to expect to earn the

equivalent of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter. This applies whether you are in paid employment, self employed or on zero hours contract.

- Where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work.
- Where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work.
- Where a parent is in a 'start up period' (i.e. they are newly self employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended entitlement.
- If either or both parents' income exceeds £100,000 they will not be eligible for the extended entitlement.

Children who have been admitted to primary school and are attending a state-funded or independent school reception class are not entitled to any additional free hours outside their school reception class. For more information parents should view the [Childcare Choices Website](#). Use the [childcare calculator](#) on the GOV.UK website to check what help you could get with childcare costs. [Funded early education information for parents](#)

If you think that your child is eligible for a free full-time place check and register at <https://childcare-support.tax.service.gov.uk/par/app/applynow>. Once you have registered you will be given a code which you will be required to bring to School for verification.

GRACELANDS NURSERY SCHOOL

Data Protection Statement – The information you give will be processed electronically and stored on computer for administrative purposes in accordance with the General Data Protection Regulation (GDPR) 2018 Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal'. Please visit our website or call the school office on 0121 772 3124 for further information about how your data will be processed in accordance with our Privacy Notice.

Child's Details

Legal Surname: Legal Forename:

Other Legal names: Gender: Male Female

Name child is known as, if different from above:

Date of Birth: Ethnicity:

Address:

 Postcode:

Proof of Date of Birth seen Initials Proof of address seen Initials

Property type: House Flat Floor Maisonette

Do you have access to a garden: Yes No

Parent's Details

Title	Forename(s)	Surname	Relationship to child
Mr/Mrs/Ms etc	(as on legal documents)	(as on legal documents)	(Mother/father/legal guardian)

Address if different from child's:

National Insurance Number: Date of Birth:

Are you registered disabled? Yes No Are you a registered carer? Yes No

Contact numbers: Home: Mobile: Work:

Title	Forename(s)	Surname	Relationship to child
Mr/Mrs/Ms etc	(as on legal documents)	(as on legal documents)	(Mother/father/legal guardian)

Address if different from child's:

National Insurance Number: Date of Birth:

Are you registered disabled? Yes No Are you a registered carer? Yes No

Contact numbers: Home: Mobile: Work:

Child lives with:

Legal Parental responsibility : Mother Father Other please specify

General Details (Child's Details)

Previous day care/nursery/childminder/stay & play :

First language: Ethnicity: Religion:

Stage of speaking English: Early Developing Established

Status in country: Perm Temp Refugee Asylum seeker Traveller

MEDICAL/OTHER

GP Surgery and Address:

Health Visitor: Name of dentist:

Known allergies:

Dietary requirements:

Medical conditions:

Referrals to (please circle): Children's Hospital / Speech Therapy / Child Development Centre /
Hearing / Vision / Educational Psychologist / Specialist Support Service / Children's Social Care / CAFCAS

OFFER OF PLACES

2 YEAR OLD PLACES

Free part-time places of 15 hours per week for 2 year olds are available subject to eligibility. The same criteria used to assess free school meals (FSM) is used for 2 year old eligibility. You can check eligibility via <http://birmingham.gov.uk/2yearolds> or alternatively the School will check once you have completed this form and will confirm whether your child is entitled to a free part-time 2 year old place.

I have registered on the above website and the code for free 15 hours is:

3 & 4 YEAR OLD PLACES

All 3 and 4 year olds have a free universal entitlement to 15 hours childcare per week. Free 30 hour places are available for working parents and carers subject to eligibility. If you think that your child is eligible for a free full-time place check and register at <https://childcare-support.tax.service.gov.uk/par/app/applynow>. Once you have registered you will be given a code which you will be required to bring to School for verification.

I have registered on the above website and the code for free 30 hours is:

PAID PLACES

If your child is not eligible for a place but you are interested in paying for a place, please enquire about this at the School Office.

Where did you find out about us

Internet School website Friends/Family Health visitor
Children's Centre Other please specify

Do you give consent for us to contact you about future open days, start date for your child etc Yes No

I confirm that the information I have provided is accurate and that I consent to Gracelands Nursery School undertaking the following check/s as appropriate: i) 2 year old place, ii) 30 hours entitlement iii) Free School iv) Meals Pupil Premium:

Parent/Carer Signature: Parent/Carer Name:

Date: