Bradley Barton Primary School

Nursery Admissions Policy

September 2026 – August 2027

Review cycle – Annually

Signed: FGB

Next Review date: August 2027

- **Note of Interest for Nursery Admission**
- **Nursery Application Form DCAF-0 2026 - 2027**
- **Parent Declaration Form**
- **EYPP Form for Children in Care**
- **Economic EYPP Declaration Form**

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The Ethos of Bradley Barton Primary School

1.1. We ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here:
Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.
We believe VISION is an image of a desired future, a picture of the future we wish to create, it shows where we want to go and what it will be like when we get there.
Our vision statement and values are our rationale for all decision making.
Our vision phrase is: 'All inspired to learn and inspired learning for all.'

Our shared core values (formulated in consultation with the whole school community) are:

• Immerse our learners in creative experiences which inspire them to become enquiring, reflective and self-motivated individuals.

• Develop confident enthusiastic learners who are equipping themselves with transferable skills necessary to embrace their futures as global citizens.

• Promote a culture of respect, collaboration, sustainability and have high expectations for self-awareness, emotional intelligence and positive attitudes.

• Recognise everyone as an individual in our diverse community, personalise our approaches to allow everyone to achieve their potential through successful relationships.

• Embrace and prioritise learning for all beyond and within our learning community, sharing skills creatively with others.

• Work actively in partnership with parents and carers to develop the best home school links and ensure their full engagement as effective partners in their child's education.

• Share and distribute consistent leadership to influence and inspire and engage others in a relentless journey to achieve our vision.

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 Devon County 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 for Early Learning for 2 year olds (ELF2) funding via the Citizens Portal or by telephoning the Customer Service Centre on 0345 155 1013 who will do an assisted application with you.
- 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 starting TYF878. 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. Devon

County 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 on the Citizens Portal. 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 (insert link to schools **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

Bradley Barton Primary School admits:

- All funded children from their third birthday term times only.
- All non-funded children from their third 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.

- Our nursery usually fills up during the Summer term. This means that places rarely become available until the following September unless a child reduces their hours or leaves. We do not want you to wait for a place if one is unlikely to be available. In these instances, we suggest that you find an alternative provision.

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 as well as the 1140 hour extended working entitlement (30 hours) funding for all nursery children.

  Eg: 9:00 – 12:00 and 12.00 – 3:00 or all day 9:00 – 3.00

- If you need more hours than we offer each day we have a Breakfast Club that is ran by school, but is separate from the nursery, and they take children from 3 years old For more information, please contact the school office.

- The table below sets out the session times that you can choose. When applying for a place please use the (school should change the areas in red on this template DCAF-0 Nursery Application Form then add the link to their application form here) and tell us what sessions you want on the (school should change this form Parent Declaration Form to reflect what provision is offered then add the link here).
- 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?
Morning Session 9am – 12pm	3	Both
Afternoon Session 12 – 3pm	3	Both
All Day	6	Both
Breakfast Club 8 – 9am	1	Both
Extended Breakfast Club 7.30 -9am	1.5	Both

- The school has signed up to the Devon County 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 schools Charging and Remissions Policy.

School Lunches

- Free school meals (FSM) must be provided by us for children (whose parents meet the eligibility 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 Citizens Portal so you can tell us if you are eligible when you apply for a place.
- As a governor run Nursery we are not required to offer free school meals.
- 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 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 office on 01626 203450 or email office @bradleybarton.com to make an appointment.
- We offer a toddler stay and play session, called First Steps. For dates, please call the school office or regularly check our social media pages where these are advertised.

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 both the (school must add their version of DCAF-0 Nursery Application Form 2025 - 2026 here) and the (school must add their version of Parent Declaration Form here) and return them to the school.
- These forms are available on our website 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. Please send this to nursery@bradleybarton.com or bring this into the school office. 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 April, 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 of the year your child turns 3. 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 and through social media 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 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 on the Parent Declaration Form [add a link to your document]. 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 why you did not get a place).	within 2 weeks to accept a place (or if you wish, to ask why you did not get a place).	within 2 weeks to accept a place (or if 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 3 and 4-year-old children that will be admitted at any one time is:	**78** **(with no more than 39 per session)**

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

NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA

September 1, 2026– August 31, 2027

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 [insert school version of 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 [insert link to this process] to express your concerns.
  The governing body 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 are not expected to wear a uniform.

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 Nursery Administrator or EYFS Lead.
- 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

1.2. The half term before your child is due to start you will receive an email with a Stay and Play session. This will give one adult and your child the opportunity to visit the nursery to support the transition into a new setting. This will be an opportunity to talk about your child's development, to ask questions and for staff to get to know your child so that they will feel more familiar with us on starting in Nursery. This will also be the time when a member of staff will support you to fill in any additional paperwork if required. You will be given an 'All about me' activity booklet for your child to complete, along with official paperwork for the school office and a welcome pack for you to get to know the Nursery. Your child will then be ready to start nursery on the agreed date, usually the second week of the term. In addition to the routine admissions process, it is understood that children and their families have unique needs. All

children at Bradley Barton are well supported emotionally to manage transition successfully. It is essential that children feel safe, secure and happy. On occasions, the support of parents and carers is needed to manage a staggered entry for children who need additional time or support to settle successfully. This is arranged between nursery and the parents/carers to suit the individual needs of children.

Contacts and further information

Headteacher:	Tom Page
Nursery Contact:	Kate Bennett or Nikki Weaherdon
E-mail:	nursery@bradleybarton.com or office@bradleybarton.com
Telephone:	01626 203450
Nursery Webpage:	https://www.bradleybarton.com/