Djanogly Sherwood Academy
Early Years Admissions Policy 2024-27

Djanogly Sherwood Academy currently has an agreed admission number as follows:

- Djanogly Sherwood Academy Nursery – 26 places, comprised of 26 morning places and 26 afternoon places
- 2 Year Olds – 15 places, comprised of15 morning places and 15 afternoon places

Early Years Allocation Criteria

Nursery: Djanogly Sherwood Academy

All 3-4 year olds are eligible for 15 hours free nursery provision per week during term time. These places are offered as 5 morning sessions of 3 hours each OR 5 afternoon sessions of 3 hours each.

Some 3-4 year olds are eligible for 30 hours free nursery provision per week during term time. Eligible parents will have registered on-line with the Local Authority and will have a letter confirming eligibility which must be shown to the school office with a copy kept on the child's file. These children will then be able to access full-time provision in the nursery. During this time they will have the opportunity to eat their lunch whilst being supervised by a midday supervisor. There will be no additional charge for this but parents must provide a healthy packed lunch for their child or pay for them to have a school meal.

Eligibility depends on:

- If you are working
- Your income and your partners income (if you have one)
- Your child's age and circumstances
- Your immigration status

If you are working you can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- In work
- On sick or annual leave
- On shared parental, maternity, paternity or adoption leave
- If you are not working but your partner is and you get Incapacity Benefit, Severe Disablement Allowance, carers Allowance or Employment and Support Allowance
- You will need to expect to earn a certain amount, this is at least minimum wage for 16 hours per week on average

You should check your eligibility on the government portal in order to register:
Apply for free childcare - GOV.UK (www.gov.uk)

Djanogly Sherwood Academy will have 25% of places available for full-time admission (ie 6 places out of possible 26). These will be allocated on a first come first served basis as per our admissions criteria below.

Parents who do not qualify for a 30 hour place under the eligibility criteria set out above can top up extra sessions and will be charged at a rate of £20.00 per session. Parents will be asked to sign an agreement that states that a charge will be made if they do not attend.

Places are allocated in line with this policy and applications will be considered against the criteria set out below.

1. Under the Education (Admissions of Looked After Children) (England) Regulations 2006 and section 22 of the Children Act 1989, we will offer places to children who are looked after by the local authority first. These children must be looked after at the time of the application for a nursery place and must still be looked after at the time when they start.
2. We will then offer places to children based on geographical distance from the school site applied. Distance to be measured using Google maps walking option from school postcode to child's home postcode.
3. Preference will be given to children who have a sibling at the school at time of intended admission.

We may decide to override numbers 2 and 3 of the above criteria and give priority to a child who:

- Has special educational needs that can only be met at this nursery.

Where in any year more applications for places are received than there are places available, a waiting list will operate. When a place becomes available places will be offered in accordance with the criteria set out in this policy. If all full-time places are taken then a child may attend mornings or afternoons only whilst remaining on the waiting list for a full-time place. Should a full-time place become available this will be offered to eligible children attending part-time first, based on geographical distance if there is more than 1 child in this position.

For children who have a Statement of Special Educational Need or an Education Health Care Plan, we will always offer a place if the nursery is named as placement. This will reduce the number of places available for other children.

2 Year Olds: Djanogly Sherwood Academy

Applications will be considered from parents who receive one or more of the benefits outlined below or meet one or more of the qualifying criteria outlined below:

- you earn at least £8,670 a year and less than £100,000 a year adjusted net income, which is your income after some tax reliefs and deductions. If you're a couple, you'll both need to earn between these amounts.
- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on payment (the payment you get when you stop qualifying for Working Tax Credit)
- are looked after by a local authority

- have a statement of special education needs (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

Four paid for places will be available to staff or parents who do not qualify for a free place under the eligibility criteria set out above. These places will be charged at a rate of £20.00 per session, in line with Local Authority funding for places.

The four places will be allocated under the following criteria:

1. Employed members of staff
2. Younger siblings of children at Djanogly Sherwood Academy
3. Distance from Djanogly Sherwood Academy

Early Years - Process for Allocation of Places

Parents applying for a place for their child/children in our Early Years classes should give theirs and their child's details to the Djanogly Sherwood Academy office where they will be added to the Nursery/2 Year Olds Admissions Waiting Lists. Proof of date of birth is required in the form of birth certificate, passport or National Health Certificate/Record card.

Parents applying for a 2 year old place need to provide a letter from the Local Authority confirming that they are eligible and meet the criteria above.

Parents applying for a 30 hour (full-time) 3-4 year old place need to provide a letter from the Local Authority confirming that they are eligible and meet the relevant criteria.

This list is reviewed at the end of each calendar month (in term time) and places allocated for children aged 2 or above as per the criteria set out in this policy. At the end of each month Djanogly Sherwood Academy will consider eligible children on the waiting list at that time and allocate spaces accordingly for 2 months ahead. We will always endeavour to keep parents informed and give as much notice of admission as possible.

Parents are asked to confirm their intention to accept the place as soon as possible once an offer has been made.

Once a parent has accepted then they will receive a call from the admin team giving them information and a start date. Where possible parents will be offered the choice between a morning or afternoon place but this may not always be possible if one or other session is full. Early Years staff arrange a visit for the parent and child to look around the provision and spend some time in the Foundation Unit.

Parents will be expected to remain with their child for the first visit to enable their child to settle and for them to find out more about Early Years provision at Djanogly Sherwood Academy.

Children are expected to attend every day and on time. Our school target for attendance for every child is 96%. If attendance drops below 85% parents will be contacted. If attendance falls below 60% over a 12 week period then Djanogly Sherwood Academy will give serious consideration to withdrawing the place all together.

We are committed to meeting the needs of all children and offering high quality teaching and learning experiences to all. We strongly believe in working in partnership with parents/carers and always seek to make ourselves available to share successes and concerns.

This policy may be subject to change should national guidance/policy change and impact on early year's admission arrangements.