

# Park End Primary School



Approved By: *D. Jackson*

Date: 17.11.2025

## Admissions Policy – 2 Year Old Nursery

Review Date	Type of Review	Comments	Initials
Sept 2017	Update	Revised para 10, 14, 15, 16	JR/LR
Jan 2019	Review	No changes made	LR
Sept 2019	Review	Revised para 16	LR
Sept 2020	Review	No changes	LR
Dec 2021	Review	No changes	LR
Sept 2023	Review	Change to how hours are offered (para 7)	LR
Jan 2024,	Update	Addition of funded hours from April 2024 (para 12-16)	LR
September 2024	Review	No changes	LR
September 2025	Review	No changes	GB

## **Two-Year-Old Nursery- 'Acorns' Admissions Policy**

### **Policy Context**

1. At Park End Primary School we aim to work with parents to meet the needs of each child so that all the children have a happy start to their school life.
2. Whenever possible, the Acorns nursery aims to provide a provision that will meet the needs of the people in our local community.
3. In order to do this, the school will ensure that the community of Park End and the surrounding area are aware of our two year old provision through clear advertising and notices.

### **Eligibility Criteria**

4. Children will be eligible to attend the two year old nursery from the term after their 2<sup>nd</sup> birthday.

A child who turns two on or before the 31st August will be eligible to start nursery from the start of the school year in September, a child who is two on or after the 1<sup>st</sup> of September will not be eligible for a Nursery place until the following January.

A child who turns 2 up to and including 31<sup>st</sup> December will be eligible to start in the following January.

A child who turns 2 up to and including 31<sup>st</sup> March is eligible to start at the beginning of the Spring term (April).

5. Priority will be given to children who are entitled to the 'Achieving 2 Year Olds' funding (Free Education Entitlement for Two-year olds).
6. Children will receive 15 hours per week in the two-year-old nursery during term time. All 15 hours must be registered at Park End two-year-old nursery.
7. The 15 hours will be offered as 5 x 3-hour sessions, either each morning or each afternoon.
8. Places will be offered to eligible children, where possible, at least 4 weeks before the end of the term before they are eligible to start the two-year-old nursery.
9. Places will depend upon the spaces available and subject to the criteria set out in paragraph 15 below.

10. Any change to sessions requested by parents will be allocated subject to availability.
11. Applications after the offer date (late applicants) will be considered on an individual basis.
12. If there are any available places which have not been taken up by those children who are entitled to the 'Achieving 2 Year Olds', free educational entitlement, these will be offered to children in receipt of a valid code for 15 hours funded childcare (from April 2024) according to the eligibility criteria in paragraph 15.
13. It is the responsibility of the parent to ensure that the childcare code is valid, and renew the code as required. If the childcare code ceases to be valid, then the place in the 2-year-old provision will be lost.
14. The fees for children not eligible for free educational entitlement will be in line with Middlesbrough Education Authority.
15. There will be a reduction of 50% of the charge where the parent of an eligible child is part of the staff at Park End Primary school.

### **Eligibility Criteria when there are more applications than spaces available**

16. When there are more applications than places available, the following criteria will apply in establishing priority:
  - Looked After Children (CLA) and previously Looked After Children.
  - Exceptional social and/ or medical needs for attending the school, which in the latter circumstances are substantiated by Local Authority medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents having a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application)
  - Children who receive 'Achieving 2 Year Olds' free educational entitlement:
    - a) who will have a sibling attending the three year old nursery or the main school at the time of admission and live in the admission zone for the school.
    - b) who live in the admission zone for the school.
    - c) who live outside the admission zone for the school but have a sibling attending the school
    - d) who live outside the admission zone.
  - Two-year-old children who are not eligible for free educational entitlement (and who receive 15 hours funded childcare)

- a) who live in the admission zone for the school and who will have a sibling attending the 3-year nursery or the main school at the time of admission.
  - b) who live in the admission zone for the school.
  - c) who live outside the admission zone for the school but have a sibling attending the school
  - d) whose parent is a member of staff at Park End school.
  - e) who live outside the admission zone.
- Where any category is oversubscribed, applicants will be ranked according to straight line distance that they live from school with priority being given to children who live closest to school.
  - All children attending the two-year-old nursery at the time of application to the three-year-old nursery will have a priority place at the main school nursery at the start of the term after they turn 3, according to the admission procedures for the school. This priority is conditional on the child remaining in the two-year-old nursery until the end of the term prior to admission to the three-year-old nursery.
17. In all cases, admission will be subject to an application being made and places being available.
  18. Where the two-year-old provision is oversubscribed, a waiting list will be maintained in criteria order.
  19. When an application is made, an application form must be completed and the following documents seen by the school office:
    - Child's birth certificate (original)
    - Proof of current address (Utility bill, Council Tax Bill, Child Benefit Letter)
  20. Once a place has been allocated, the school will require half a term's notice for a change to sessions (subject to availability).
  21. The decision regarding admission and the allocation of sessions remains with the school.
  22. Attendance at 2-year nursery does not ensure school admission. Places in reception class (full time school) are allocated between November and January in the school year that the child turns four and are administered by the Local Authority.
  23. A parent has the right to appeal against a decision made by the school. Representations should be made to the governing body by contacting the Chair of Governors in writing via the school email address, [contact@parkendprimary.co.uk](mailto:contact@parkendprimary.co.uk) or in writing to the school address.

