



**A love of learning and commitment to the success of every child
at the heart of all we do.**

NURSERY ADMISSIONS POLICY

Policy date: July 2023

Date to be reviewed: Autumn 2024





Early Years and Childcare in Schools



Devon County Council Nursery Admissions Policy

For admissions from January 2023 onwards

This applies to:	All Devon County Council nursery classes, nursery schools, governor-run pre-schools and foundation stage units in community and voluntary controlled infant and primary schools, not including special schools. All parents and carers seeking admission for a child in their care.
Policy updated:	July 2023
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INTRODUCTION

1. Description of Policy

This policy describes how parents can request places for admission to nursery classes, governor-run preschools, nursery schools and foundation stage units and sets out how schools are required to manage the nursery admissions process.

This policy must be followed by community and voluntary controlled schools.

Other schools with early years places may use this policy to manage their admissions but are not required to do so.

Date: December 2022

Review Date: Autumn 2023

Approval: **Samantha Chapman:** Early Years and Childcare Service Lead

The policy is endorsed by members of the Schools Organisation, Capital and Admissions Group ([SOCA](#)) which is a sub-group of the Devon Education Forum.

Author: **Fran Butler:** Early Years and Childcare Sufficiency Lead

Key Partners:

- [Church of England Diocese of Exeter](#)
- [Devon Association of Governance](#)

2. Linked Policies and Documents

- [Provider Agreement for funding 2, 3 and 4-year old's](#)
- [Early Education and Childcare Statutory Guidance for Local Authorities](#)
- [Early Education and Childcare: Operational Guidance](#)
- [Early Years Foundation Stage \(EYFS\) Statutory Framework](#)
- [Primary Co-ordinated Admissions Scheme](#)
- [How to register for Tax Free Childcare](#)

3. Devon Nursery Admissions Documents

- [Devon Schools Nursery Admissions Policy Template 2023](#)
- [Nursery Application Form DCAF-0 2023](#)
- [Note of Interest for a Nursery Place 2023](#)
- [Parent Declaration Form](#)

4. Appendix 1 – Contacts and Further Information

SECTION A

NURSERY ADMISSIONS



1. Scope of the policy

1.1. This policy applies to community schools and voluntary controlled schools with:

- nursery provision
- early years provision operating as an extended service (governor run preschools).

Devon County Council is the admission authority for setting these admissions arrangements.

1.2. The decision-making process for the consideration of nursery admissions applications for 2,3 and 4-year-old children is delegated by Devon County Council to the governing body of community and voluntary controlled schools. Schools should set up a **Nursery Admissions Panel** to manage this work (11.9).

1.3. It is recommended that other types of schools in Devon i.e., academies, foundation, free and voluntary aided schools with nursery and governor/trustee-run provision adopt this policy and apply their own oversubscription criteria, that they have consulted on, for the whole school.

1.4. This policy applies to all nursery, infant, primary and all through schools that admit two-, three- and four-year-old children for funded or bought hours¹ or a combination of both.

1.5. This policy does not apply to community special schools where there is nursery provision.

1.6. These arrangements comply with the requirements placed on funded providers in Devon that are set out in the [Provider Agreement](#). All funded providers are required to complete and return a Provider Agreement Form (available from the funding helpdesk eyef@devon.gov.uk 01392 385530) to receive early years funding.

1.7. These arrangements seek to comply with the spirit and principles of the government's [Early Education and Childcare Statutory Guidance for Local Authorities, Early Education and Childcare: Operational Guidance, School Admissions Code](#) and the [Co-ordinated Admissions Schemes of Devon County Council](#).

1.8. This policy and related documents are taken through the Schools Organisation, Capital and Admissions group (SOCA) which is a subgroup of the Devon Education Forum (DEF). The group discusses and makes recommendations on the policy before it is taken to the DEF.

1.9. Schools **must** complete the [Devon Schools Nursery Admissions Policy Template 2023](#) that has been designed to ensure that schools meet the requirements set out in this policy. The template must be completed with all information relating to the nursery 'offer'.

1.10. Children covered by this admissions policy include:

¹ Bought hours are additional hours– on top of the universal and extended entitlements - for which parents are required to pay

- Eligible two-year-olds funded from the start of the funding period following their second birthday.
- Eligible two-year-olds funded as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Eligible three years olds for two-year-old funding i.e., the time between the third birthday and the start of the funding period following their third birthday.
- Non-funded two-year-olds from the start of the funding period following their second birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Funded three- and four-year-olds (both universal and extended entitlements²).
- Non-funded three- and four-year-olds.

2. Early Years Funding

- 2.1. All three- and four-year-olds are entitled to 570 funded hours a year. A child's eligibility starts from the beginning of the funding period following their third birthday up until the September after their fifth birthday (when they reach statutory school age). This is known as the **universal entitlement (15 hours)**.
- 2.2. Some three and four-year-olds, whose parents meet the [criteria](#), will be eligible for an additional 570 funded hours increasing their funded time to 1140 hours a year. This is known as the **extended entitlement (30 hours)**.

Two-Year-Olds and Funding

- 2.3. In schools that admit two-year-olds (including schools that admit two-year-olds at the start of the funding period during which they will have their third birthday – ‘rising threes’³), parents must pay for the hours that their child attends. However, some two-year-olds are eligible for 570 funded hours if they meet the [criteria](#). Some parents will be sent an invitation (see images) by the Early Years and Childcare Team, which directs them to check their eligibility through the [Citizens Portal](#).



² Both the universal and the extended entitlement must be offered.

³ These schools **must** have an age range that enables them to take 2-year-olds i.e., 2-11. If the school age range is 3-11 the school must wait until the child has had their third birthday before the child can be admitted. A governor run preschool can take 2,3- and 4-year-olds without the school age range changing.



The back of each invitation has the same information for the parent:

Would you like:

- to give your child a head start?
- to be able to go back to work?
- to give your child high quality learning and care?
- to have some time for yourself?

Check out if your 2-year-old can get 15 hours of childcare per week at a preschool, childminder or nursery - and at no cost to you!

Visit: devon.cc/tyf
Call: 0345 155 1013



You can also check if your child can have a free meal if they go to a nursery in a school!

For further information and terms and conditions visit:

devon.cc/childcaretyf

From the Early Years and Childcare team



- 2.4. Parents who do not receive an invitation should be directed to check their eligibility on the [Citizens Portal](#). Parents in receipt of benefits (except for Disability Living Allowance for a child) can use the **Eligibility Checking System (ECS)** on the [Citizens Portal](#) and will get an immediate response.
- 2.5. Some parents will need to **request help** through the [Citizens Portal](#) and **submit evidence of eligibility**.
- 2.6. Parents who are unable to access the [Citizens Portal](#) can have an 'assisted application' where an eligibility check is carried out on their behalf. These parents should call the **Customer Service Centre 0345 155 1013**.
- 2.7. We email and text parents whose details we have received from the Department for Work and Pensions if they have a) not checked their eligibility through the Citizens Portal or b) have checked their eligibility and have not taken up a place.
- 2.8. Parents should be encouraged to take up a place and to take up the full number of funded hours.
- 2.9. Parents should be directed to the [parents webpage](#) and can email 2info@devon.gov.uk if they have any questions.

- 2.10. It should be noted that **a three-year-old can be eligible for two-year-old funding**. The period from a child's third birthday up until the start of the funding period following their third birthday when the **universal entitlement** begins – the child could be funded as a two-year-old if the criteria are met (see 2.12, bullet point 2).

Three- and Four-Year-Old Funding

- 2.11. Funding is also given to schools and early years providers for 3 and 4 year old children that are eligible for the [Early Years Pupil Premium](#) and for the [Disability Access Funding](#). Both funding types supports individual children.
- 2.12. All providers that are in receipt of Early Years Funding are required to complete and return a **Provider Agreement Form** and return it to the Early Years and Childcare Service to signify that they agree to comply with the [Provider Agreement](#). [Further information on early years funding is on the Devon County Council website](#).
- 2.13. A new **Provider Agreement Form must** be completed:
- by all new funded early years providers⁴.
 - by existing providers where the age of children being funded is changing i.e., they start taking two-year-olds, they want younger three-year-olds to be able to access two-year-old funding.
 - by providers that change management i.e., a maintained school becomes an academy, a governor run preschool becomes a nursery class.
 - When any details change i.e., phone number, email, named person etc
 - Occasionally the Provider Agreement is updated, and a new Provider Agreement Form may need to be completed if there are significant changes to the local arrangements.

3. Statutory duties to ensure sufficient places and to improve outcomes for children

- 3.1. Devon County Council has a statutory duty set out in the [Childcare Act 2006](#) to ensure that there is enough early years and childcare provision for all families that need or want it. Devon County Council must also improve outcomes for children. This policy reflects these duties. Schools **must** contact the [Childcare Information Mailbox](#) if:
- They have been asked to provide more or different childcare.
 - They have parents that cannot access the childcare they need.
 - They have a waiting list for their nursery.

To enable the Early Years and Childcare team to 'manage the market'.

- 3.2. There are also duties placed on the local authority to provide information, advice, and assistance to parents about childcare and information, advice, and training for

⁴ Where 'providers' are mentioned, this means schools.
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childcare providers.

4. Patterns of Attendance

- 4.1. Schools **must** describe to parents what their universal (15 hour) offer will be. The most common offer in Devon schools is:
- Morning sessions of 9.00am to 12.00 and
 - Afternoon sessions of 12.00 to 15:00pm and
 - All day sessions of 9.00 to 15:00pm during term time only.
- 4.2. Schools **must** decide on their universal offer in line with the [Provider Agreement](#) and publish this on their website annually or sooner if there are changes to the schools offer. The number of places for two years old and for three and four-year-olds may vary; both **must** be published.
- 4.3. School **should** keep their offer as simple as possible so that parents can easily make a choice about how they use their funded hours. By using full and/or half hours⁵ when determining session times parents will more easily be able to access the full entitlement.
- 4.4. There **must** be no break in the middle of the day and schools **must not** place a charge on attendance during the lunchtime period unless it is part of a session that is being bought and not funded.
- 4.5. The historical model of morning nursery sessions for one group of children that are repeated for another group of children in the afternoon **must not** be offered.
- 4.6. Parents need flexibility so they can use the funded time when they need it to work and train.

5. The Extended Entitlement (30 hours)

- 5.1. Schools **must** describe to parents what their '**extended entitlement offer**' is and how additional hours or sessions can be bought. Parents that use the school as well as another provider can claim funding from both providers and during the school holidays. Below is an example that enables working parents to access 30 hours a week over the 38 weeks of term time by using a combination of 5-hour long sessions:

8:00am – 18:00pm = 10 hours

8:00am -13:00pm = 5 hours

13:00pm – 18:00pm = 5 hours

- 5.2. Where schools run their own early years provision as well as before and/or after school provision (for nursery and older children⁶) this policy **must** be applied to the allocation of places for the 2, 3 and 4-year-old age range across all the services. These sessions may be:

⁵ Funding is not given for less than half an hour.

⁶ Combining the age ranges often makes wraparound childcare provision more viable.

7.00am – 9.00am before school and
15:00pm – 19:00pm after school.

- 5.3. The provision before and after school and during the school holidays (**wraparound childcare**) will differ from the core early years provision made during the school day as there may be older children attending. **A teacher is not required** to lead the provision during these times in schools that have an extended age range and therefore there can be a 1:8 ratio of adults to children – there **must** always be two adults in attendance. Schools offering governor run preschool provision will most likely have a similar staff structure. See the [Early Years Foundation Stage Statutory Framework](#) for guidance on staffing.
- 5.4. Schools **must** decide on their extended entitlement offer in line with the [Provider Agreement](#) and publish this on the school website annually or when changes are made.
- 5.5. If the school cannot offer longer hours than the school day, they **should** work in partnership with childminders and other providers so that parents can be signposted to other providers where they can take up the remainder of their entitlement or buy additional hours.
- 5.6. **Devon County Council expects** nurseries and governor run preschools to have a mixture of children accessing the universal entitlement, the extended entitlement as well as children that attend for only bought hours or sessions.

6. Published Nursery Admissions Number (PNAN)

- 6.1. This is the number of children that can be admitted at any one time. Once the governing body has set this number, they **should not** refuse admission for applications below the PNAN. The PNAN should differentiate between the number of babies, 2-year-olds and 3- and 4-year-olds. The governing body may also need to differentiate the PNAN between the numbers of children that can attend at different times of the day, for example:

Opening Times	Age of children	PNAN
7.00am -9.00am	0 – 1 year 11 months	3
	2	8
	3 and 4	16
9.00am – 3.00pm	0 – 1 year 11 months	6
	2	16
	3 and 4	39
3.00pm – 7.00pm	0 – 1 year 11 months	3
	2	12
	3 and 4	24

- 6.2. If there is unexpectedly high demand for places and the governing body believes they could admit more children, the school **must** inform Devon County Council’s Early Years and Childcare Service [Childcare Information Mailbox](#). The likely outcome will be that school will admit above the PNAN or the PNAN will be increased. The number of children that can be admitted at any one time will depend on their age, the amount of floor space available and what additional qualified staff may be required.

- 6.3. The governing body should factor in the local demand for places and the age ranges of the children wanting a place. If there is a change to the PNAN part way through the year this **must** be published on the school's website and updated on [Pinpoint](#).
- 6.4. If there is an increase in the demand for places the governors may decide to increase the PNAN at the start of the following term to accommodate children on the waiting list and conversely reduce the PNAN if, exceptionally, there is very low demand, and the organisation of the setting is changed so that the admission of another child would be prejudicial to efficient provision.
- 6.5. The main purpose of having a PNAN is to enable parents to see how many places are available when they are making an application. It also enables Devon County Council to ensure there are sufficient places. The Early Years and Childcare team survey all providers approximately every term. Funded providers are required to respond to the survey. Schools **must** include their PNANs in the survey returns.
- 6.6. Most nurseries find that they are left with a few hours or sessions that they cannot fill.

7. Charging

- 7.1. The school **must** have regard to the [Provider Agreement](#).
- 7.2. The schools charging policy **must** set out the details of how to buy nursery time, how much it costs, how and when parents will be invoiced.
- 7.3. Parents **must not** be asked to buy a uniform as part of the offer of a nursery place as this would be a barrier to accessing the funded entitlements. Nevertheless, parents may have the option to buy uniform for their children.

8. Tax Free Childcare

- 8.1. Schools **must** register for and promote the take up of [Tax Free Childcare](#) to help parents with the cost of childcare.

9. Transport

- 9.1. There is no entitlement to transport under Devon County Council's Education Travel Policy for children prior to attendance in a reception class as a rising five-year-old.

10. School Lunches

- 10.1. [Free school meals \(FSM\)](#) **must** be provided for children that are registered pupils (**nursery classes and nursery schools only**) a unique reference number (URN), whose parents meet the benefit related criteria. The child **must** attend both before and after the lunch period (this generally means an all-day session). A free school meal **must** be provided whether the child is attending for funded or bought time and regardless of their age.

The key factor is whether the child is on the school's register/roll as a pupil, so this could apply to a two-, three- or four-year-old in a nursery class but only if the

school's age range is from age two or three i.e., **not if the provision is run as an extended service**. Schools with an age range starting a 2 or 3 that call the provision a 'preschool' are required to provide a free school meal.

- 10.2. Registered nursery children, who do not meet the eligibility criteria for a free school meal, **must** be offered the opportunity to buy a school lunch or bring a packed lunch.
- 10.3. Parents **must** be informed that a free school meal could be available to them as this may help them when choosing which sessions to attend.
- 10.4. For more information please see the [Free School Meals for Nursery Children](#) webpage.

11. How to apply for a nursery place

- 11.1. A timeline of the admissions process can be found in [Appendix 2 – The Admissions Process for parents](#).
- 11.2. Most children start at nursery at the beginning of a term or half term.
- 11.3. To apply for a place parents **must** use the [Parent Declaration Form](#) and [Nursery Application Form DCAF-0 2023](#) and return this to the school.
- 11.4. The closing dates for applications to the school Nursery Admissions Panel are **1 April, 1 July, and 1 January** (these dates may be changed to fit with the school calendar⁷). Applications made after these dates may not be considered until after all the applications that arrived on time. If a parent could not apply before the closing date because they moved to the area, they should inform the school. If the reason for applying after the closing date is acceptable to the governing body, the application will be considered at the same time as everyone who did apply on time if this is still possible.
- 11.5. No places will be held in reserve for a child who applies late; the governing body cannot hold places empty if another child applies for admission. School **must** publicise the need to apply for a place.
- 11.6. The [Note of Interest for a Nursery Place 2023](#) may be completed by parents of children who are not yet eligible for a nursery place i.e., where a parent with a baby or toddler enquires about a place.
- 11.7. When parents return the [Note of Interest for a Nursery Place 2023](#) to the school they will be informed when they **must** complete the [Nursery Application Form DCAF-0 2023](#) and [Parent Declaration Form](#) to fit with the Nursery Admissions cycle.
- 11.8. If the nursery always has unfilled capacity the admissions panel of governors should accept applications throughout the year. Children must be enabled to start as soon as the parent needs the place, and they **should not** be required to wait for the application date.

5. If these dates are changed there must be enough time allowed for applications to be considered and for parents to be informed if they have been offered a place or not. Those parents that are not offered a place must be given enough time to find an alternative provision.

11.9. This may mean that the governors pass responsibility for making decisions about nursery applications to the Head Teacher so that there is no need to gather the admissions panel for applications when the nursery is undersubscribed.

12. Information provided in an application

12.1. Schools **must** use the [Nursery Application Form DCAF-0 2023](#). No additional information is needed to enable the governors to decide on whether a child should be given a place.

12.2. Information provided by parents on their eligibility for the extended entitlement and/ or the number of funded hours the parent wishes to use **must not** be factors influencing whether a place is offered or not.

12.3. It is important that where the governing body offers places to some and refuses others that they do so fairly and consistently. Where the governing body have reason to believe that information is false and has been provided knowingly, they 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 attend nursery, and this disadvantages another child. If necessary, the school should ask for evidence of a child's home address before admission.

12.4. The admissions panel **must** check proof of date of birth evidence to ensure the child is eligible to attend and claim funding before agreeing to the offer of a place.

12.5. **After the governing body has prioritised which children should be given places- parents should be asked what times or sessions they require.**

12.6. School **should** make it as easy as possible for parents to take the 15 or 30 hours as well as to buy hours or sessions on top of the funded time (that they may or may not take in the nursery) i.e., 9:00 -12:00 or 12:00-3:00, 8:00-9:00, 3:00-6:00.

12.7. Parents **should** be reminded to [check their eligibility](#) for a Free School Meal as eligible parents whose children attend both before and after the lunch time period can have a free school meal. This may influence the parents' choice of sessions. If the child is not yet old enough to receive the universal entitlement the parent **should** also be encouraged to check to see if they are eligible for two-year-old funding at the same time.

12.8. The child at the top of the prioritized list will be given the times/sessions they want, and the governors will work their way down this list until all available time has been offered.

13. Informing parents about applications

13.1. If there are fewer applications than places available, 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](#). Governors **must** apply the oversubscription criteria to all applications including those for two-year-old places and bought time.

13.2. Schools **must not** limit or restrict the hours or times offered. Wherever available the full 15 or 30 hours **must** be offered to a child that has been prioritised using the [oversubscription criteria](#).

13.3. The school **will** contact successful parents to welcome them to the school and to plan for starting in the nursery **before May half term** if an application was made on 1 April, **before October half term** if an application was made on 1 July and **before February half term** if an application was made on 1 January. *These dates may be adjusted to fit with the school calendar.*

Parents **must** also be contacted if there is not a place available.

13.4. If a parent needs help finding a place at another provider they **must** be directed to **Pinpoint** where they can [search for childcare](#) or email pinpoint@devon.gov.uk or telephone 01392 383000 and ask for **Pinpoint**. Parents should also be given the [Unable to Find Suitable Childcare Form](#) to complete and return to support the early Years and Childcare team with managing the early years and childcare market and ensuring there are enough places.

14. Waiting Lists

14.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists **must** be kept in order of the [oversubscription criteria](#).

14.2. Places on waiting lists **will not** be prioritised according to how long a child's name has been on that list, by the age of the child nor by whether the place is funded or bought.

14.3. It is possible that a child's name could go down a list as well as up.

14.4. If a place is only available for a short period of time, i.e., half a term or less, then the school should 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.

15. Admissions at other times

15.1. Parents can make a request for admission after the normal cycle of admissions using the [Nursery Application Form DCAF-0 2023](#) and the [Parent Declaration Form](#). This allows for the child to start as soon as possible so they do not miss out on their funded entitlement. A formal offer letter/email will then follow from the school.

15.2. If parents are seeking a nursery place because the child has just moved to the area admission should be as soon as possible.

15.3. If the parent is leaving another provider (to attend the school nursery) where they have been buying hours, it is likely that they will be required to give a period of notice before they leave. If this notice period is not honoured a charge may be levied because they have given up a place without giving sufficient notice. The provider makes this charge because they may not be able to immediately fill the times left by the child.

16. Increasing the hours attended

- 16.1. If hours or sessions become available part way through a term and there is a waiting list, priority for the hours or sessions will first be given to the children on the waiting list.
- 16.2. If those on the waiting list do not want the places at the times that are available, then the places can be offered to parents of children who are already attending the nursery.
- 16.3. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours or sessions, then a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.
- 16.4. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term and only then if there is capacity to accommodate requests. The [Appendix 3 – Oversubscription Criteria](#) will be applied to both 1 and 2 below to determine within each group which children should be given priority.
 - 1) New applications from parents whose children do not yet attend the nursery.
 - 2) Requests by parents whose children attend the nursery, and they want to increase OR change the times their child attends
- 16.5. It is expected that parents will ensure that their child will attend at the times stated so that children can establish a routine and be ready to start school.

17. Admissions appeals

- 17.1. If a nursery place is refused, parents can go through the school's complaints process to express their 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, it will consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and enough staff available.

18. Early Years Place Offer

- 18.1. Early Years Funding can be taken with more than one provider, the child is limited to only accessing providers on two sites during one day – this could mean they attend several providers that are co-located. For example, a breakfast club, school nursery, after school club (all on the school site) and then a childminder in their home.
- 18.2. Schools **must** clearly demonstrate to parents when the start and finish times of sessions will be and ensure that parents can clearly see that they have received the full entitlement (both universal and extended) completely free. This can be on a contract, on invoices between provider and parent/s or demonstrated on the [Parent Declaration Form](#).

18.3. Parents **must not** claim more than the 15 or 30-hour entitlement if they are eligible for the latter; checks are carried out to ensure that over claims are not made. Where this occurs, the cost of the over claimed hours will be recovered from the parent. In doing so, the lowest cost provider will recover costs.

19. Induction into the Nursery

- 19.1.** Ensure that parents understand what arrangements are in place to help familiarise themselves and their child with the provision, for example a virtual tour of the nursery and/or a zoom meeting with the early years team.
- 19.2.** Schools should encourage visits from parents and children who are considering applying for a place. This is an opportunity for parents to see what is on offer. Visits to nursery and home visits by school staff are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at the nursery. Parents should be told, prior to making an application, of starting times and induction and transition arrangements so they can make an informed choice for their child.

20. Points of admission to nursery and school

- 20.1.** Generally, children will start in the nursery at the beginning of a term regardless of whether the nursery admits children from age two or three. Eligibility for the Early Years Funding for two- year-olds is from the start of the funding period following a child's second birthday and eligibility for all three years old's is at the start of the funding period following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

If a child is born between:	Funding can be claimed 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

- 20.2.** There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception, at the normal admissions round, are for full-time admission in the September following the child's **fourth** birthday. It is a legal requirement on schools to offer a full-time place but not on parents to send their child full time. Parents retain a right to defer or delay admission or send their child to reception part-time.

- 20.3.** More children than ever are attending early years provision for longer hours. School **must** consider this when children are starting in reception classes and **must** offer a

full-time place. Schools can also offer the option of a part time 'staggered' entry – school should set out clearly for parents what that option is, so they can make an informed choice. Governors and staff may find the [Options for Parents of 4-year old's](#) document helpful when considering this.

SECTION B

EMPLOYEE GUIDANCE









1. Guidance for employees

- The policy is operated by officers of Devon County Council's Early Years and Childcare Service in co-operation with governors, management, and staff in schools. The governing bodies and staff in all schools are requested to support the efficient operation of the policy by using the [Devon Schools Nursery Admissions Policy Template 2023](#), [Note of Interest for a Nursery Place 2023](#) and encouraging parents to apply using the [Nursery Application Form DCAF-0 2023](#) and the [Parent Declaration Form](#) and to discuss provision which best meets the child's and parents circumstances.

1.1. No advice should be given by school staff or management which a parent may interpret as an indication that a place will or will not be made available at a school.

1.2. Any queries regarding the operation of the scheme should be referred to Devon County Council's Early Years and Childcare Service for advice and support.

Please e-mail fran.butler@devon.gov.uk or phone 01392 383000 and ask for Fran Butler when prompted.

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SECTION C

APPENDICES



Appendix 1 – Contacts and Further Information

Early Years Funding Helpdesk	Early Years Funding Website E: eyef@devon.gov.uk T: 01392 385530 (Providers Funding Helpdesk)
Nursery Admissions	Nursery Admissions Website E: fran.butler@devon.gov.uk
School Admissions Service	School Admissions Website E: admissions@devon.gov.uk T: 0345 155 1019
Devon’s Family Information Service	Family Information Service Website E: pinpoint@devon.gov.uk T: 0345 155 1013
Early Years and Childcare Service Contacts	Meet the team

Appendix 2 – The Admissions Process for parents

Although this process is applied to all children it must be noted that children **must** be enabled to start at any time if there is a place available.

Children become eligible for a funded place when they were born:	On or after 1 April and on or before 31 August	On or after 1 September and on or before 31 December	On or after 1 November and on or before 31 March
Visit the nursery in: Due to COVID-19 this may not be possible.	Spring term	Summer term	Autumn term
Apply by:	1 April	1 July	1 January
Admissions panel meet in:	May	September	January
You will receive a letter or email about your application before:	May half term	October half term	February half term
Reply to the letter or email:	Within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email, or write to the school.	Within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email, or write to the school.	Within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email, or write to the school.
Start at Nursery (Or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

Appendix 3 – Oversubscription Criteria

NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA

January 2023

Where the number of applications exceeds the number of places available (the Published Nursery Admissions Number: PNAN) in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

A child with an Education, Health, and Care Plan (EHCP) naming the school will be admitted⁸.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order (CAO), or made the subject of a special guardianship order (SGO)⁹.
2. Children with an exceptional medical or social need to attend this nursery.
3. Children who live in the designated area and are eligible for two-year-old funding¹⁰.
4. Children who live in the schools designated area who have a sibling at the school.
5. All other children who live in the schools designated area.
6. Children who live outside of the schools designated area with a sibling at the school.
7. Children who live outside the schools designated area who are eligible for the early years funding for two-year-olds.
8. Other children.

⁸ These children meet the eligibility criteria for two-year-old funding.

⁹ These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

¹⁰ Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.