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As a community school Devon County Council is the admission authority and has responsibility for setting these admission arrangements. The decision making process is delegated to the governing body; the over subscription criteria set by DCC must be followed by community schools.

These arrangements seek to comply with the government's School Admissions Code, the Provider arrangement, the Early Education and Childcare Statutory Guidance for Local authorities and the Coordinated Admissions Schemes of Devon County Council, the local authority (LA) for this area.

The Ethos of Highweek Primary and Nursery School

Laying the Foundations for Lifelong Learning

Early Years Education Funding

Parents can check what funding they are entitled to receive through the government's **Best Start in Life** website: www.beststartinlife.gov.uk.

If your child is **two years old**, please use the funding checker on the website to see if you are eligible for a **funded two-year-old place** before submitting your application.

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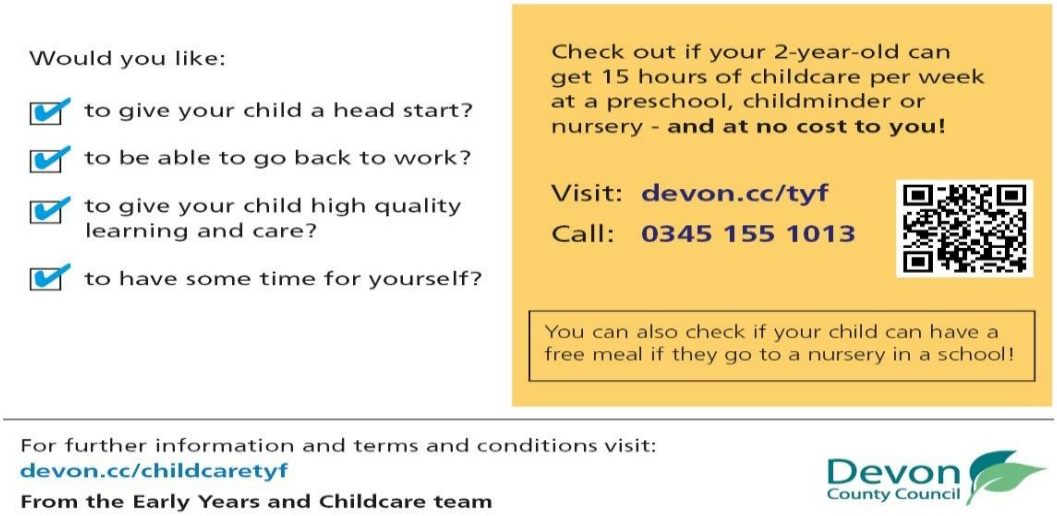

If a parent is eligible for both the **targeted two-year-old funding** and the **two-year-old funding for working parents** (introduced in April 2023), the school will claim the **two-year-old funding** on the parent's behalf. Parents will **remain eligible for this funding even if their circumstances change**.

We welcome children accessing **Early Years Funding**, those whose parents are **purchasing additional hours**, and those who are **combining funded and paid hours**. Some children may attend for **funded hours only**, while others may attend for **bought hours only**.

The **maximum amount of funded time** that can be taken in a single day is **10 hours**. Parents should note that **funded early years hours cannot be used across more than two sites in one day**.

Admissions to the Foundation Stage Unit

Children can start in our **Foundation Stage Unit (FSU)** as soon as they reach **two years of age**.
Generally, children will begin at the start of a **new school term** (Autumn, Spring or Summer).

Eligibility for the **Early Years Education Funding (EYEF)** for two-year-olds begins from the **start of the term following the child's second birthday**.

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Eligibility for all three-year-olds to receive the **Early Years Entitlement Funding (EYEF)** begins from the **start of the term following their third birthday**.

This funding continues until the child reaches **statutory school age**, should parents choose to **defer or delay entry into school**.

Parents of two-year-olds may be eligible for government-funded childcare through either the **targeted two-year-old funding** or the **two-year-old funding for working parents** (introduced in April 2024).
A child cannot access both entitlements at the same time.

Parents eligible for the **working parents' entitlement** must apply via the **Childcare Choices** website to obtain a **12-digit eligibility code**, which the setting will validate and use to claim the funding.
Parents eligible for the **targeted two-year-old funding** will have their eligibility confirmed by the local authority, and the setting will claim the funding on their behalf.

We also accept both the **universal (15 hours)** and **extended (30 hours)** funding for **three- and four-year-olds**.
Parents accessing the extended entitlement must apply through **Childcare Choices** and provide the setting with their 12-digit eligibility code for validation.

We welcome all children who are accessing Early Years Funding, as well as those whose parents are purchasing additional hours or combining funded and paid hours. Some children may attend for funded hours only, while others may attend for paid hours only.

The maximum amount of funded time that can be taken in a single day is **10 hours**. Parents should note that funded Early Years hours cannot be used across more than **two sites** in one day.

Points of Admission

Eligibility for the **Early Years Education Funding (EYEF)** for two-year-olds begins from the **start of the term following the child's second birthday**.
Eligibility for all three-year-olds to receive the **Early Years Entitlement Funding (EYEF)** begins from the **start of the term following their third birthday**.
This funding continues until the child reaches **statutory school age**, should parents choose to **defer or delay entry into school**.

If a child is born or reaches 2 between:-

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On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas holiday)
1 January	31 March	Summer (after Easter holiday)
1 April	31 August	Autumn (after Summer holiday)

- 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 round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

Patterns of Attendance Available

Our **Foundation Stage Unit (FSU)** is open from **7:45am to 6:00pm**, offering a flexible approach to meet the needs of families.

We are required to offer the **Early Years Funding** in a **flexible** way. Our school provides the following **core offer** of funded sessions:

- **Morning sessions:** 9:00am – 12:00pm
- **Afternoon sessions:** 12:30pm – 3:30pm
- **All-day sessions:** 9:00am – 3:00pm

If you choose an all-day session, this includes the **lunchtime period (12:00 – 12:30pm)**.
This time is considered part of the day when children continue their learning and is **funded as part of the Early Years Funding**.

Using 15 Hours of Funding

The **15-hour entitlement** is commonly used in one of the following ways:

- Five morning sessions
- Five afternoon sessions

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- Two full days (9:00am – 3:00pm) and one half-day session

Using 30 Hours of Funding

The **30-hour entitlement** may be used in the following ways:

- Five full days, 9:00am – 3:00pm (5 × 6 hours = 30 hours)
- Five full days, 9:00am – 3:30pm (5 × 6.5 hours = 32.5 hours, with the additional 2.5 hours funded by parents)

Parents who are entitled to 30 hours of funding but choose **not to take up the full entitlement** may select a **combination of full-day or half-day sessions** to suit their needs, subject to availability.

Additional hours, including sessions before 9:00am and after 3:30pm, are available between **7:45am and 6:00pm** and can be purchased separately at the following rates:

- **Two-year-olds:** £7.62 per hour
- **Three- and four-year-olds:** £5.50 per hour

Extended Hours

Parents wishing to purchase **additional hours** on top of their funded entitlement may do so during any of our opening times (**7:45am – 6:00pm**).

We offer paid sessions as follows:

Session Type	Duration	Cost
Two-year-olds	Hourly rate	£7.10 per hour
Three- and four-year-olds	Hourly rate	£5.22 per hour

All additional hours are **subject to availability** and must be **booked in advance**.

Charging

There is **no charge** for applying for a place in our **Foundation Stage Unit (FSU)**, for admission, or for the provision of education.
We do **not request donations** before or during the admissions process, and any donations made to the school following admission are entirely **voluntary**.
No activities, such as trips or visits, are compulsory.

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The school complies fully with **Devon County Council's Provider Agreement** for all settings offering the **Early Years Education Funding (EYEF)**:
https://www.devon.gov.uk/eycs/for-providers/business-finance-and-funding/

A charge cannot be made if a child is attending the FSU **solely as part of their EYEF-funded hours**.

Details about purchasing **additional sessions or hours** in the FSU are set out in the school's **Charging Policy**.
A separate **Policy on Charging for Activities** is available on request from the school office and can also be viewed on our **school website**.

Childcare support options

Parents who wish to check their childcare support options — including extended funded hours, Tax-Free Childcare and other help with childcare costs — should visit the government's **Best Start in Life** site: www.beststartinlife.gov.uk. Further details on **Tax-Free Childcare** can be found at: www.gov.uk/tax-free-childcare.

School Lunches

Free School Meals (FSM) can be provided for children whose parents meet the **eligibility criteria**, where the child attends both **before and after the lunchtime period** – this generally means attending an **all-day session**.

An FSM will be provided **whether the child is attending for funded or paid hours**, and **regardless of their age**.
Parents must apply through the **Devon Citizens Portal**, and lunches should be **ordered online** in advance.

Children who do not meet the eligibility criteria for Free School Meals are welcome to either **purchase a school lunch** or **bring a packed lunch from home**.

Visiting

We warmly welcome visits from parents and children who are considering applying for a place at our **Foundation Stage Unit (FSU)**. These visits offer an opportunity to see what we have to offer and to meet our staff. Visits are **not a compulsory part of the admissions process** and will **not affect decisions** on whether a place can be offered.

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If you would like to visit **Highweek Foundation Stage Unit**, please contact the school office to make an appointment.

Most children start in the FSU at the **beginning of a term or half term**. Some children may join us **mid-term ("in-year")**, for example if they have moved into the area or are transferring from another school or early years setting.

To apply for a place, parents should complete the **Nursery Application Form**, available from the school office or via email upon request.

Places are **not allocated automatically**, even where:

- there is an older sibling attending the school;
- a child attends a toddler group or Children's Centre linked to the school;
- a parent has previously expressed an interest in the school; or
- the family lives close to the school.

No places will be held in reserve for children who apply late; the school **cannot keep places empty** if another eligible child applies. We will ensure parents are aware of the need to apply, but the **responsibility for submitting an application** lies with parents or carers.

How to Apply For a Nursery Place

Parents must complete the **School Nursery Application Form** and return it to the school.

The closing dates for applications for the **FSU intake** are:

- **1st April**
- **1st July**
- **1st January**

Applications submitted after these dates **may not be considered** until after all applications received on time have been processed.

If you were unable to apply before the closing date—for example, if you have recently moved into the area—you should **inform the school** as soon as possible. Where a late application is accepted for a valid reason, it will be considered at the same time as applications submitted on time, **if this is still possible**.

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Information Provided in an Application

We ask that all applications are **completed fully and honestly**. It is important that, when offering places to some children and refusing others, we do so **fairly and consistently**.

If we have reason to believe that information on an application has been **knowingly falsified**, we may **withdraw the offer of a place**. This is particularly relevant where an address is provided that is **not the one from which the child will actually attend the FSU**, as this could disadvantage 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.

Parents will also be asked to provide **evidence of the child's date of birth** so that we can verify their age.

What happens next?

If there are **fewer applications than available places**, no application will be refused. Places will only be **prioritised** if there are **more applications than places available**, according to the **oversubscription criteria** outlined below.

We will endeavour to offer the **hours requested** on the FSU Application Form. However, it is possible that some parents who are prioritised may **not be able to access all of the requested hours**. In these cases, we will offer sessions (days, hours, or weeks) that **fall as close as possible to the hours requested**.

We will contact successful parents to **welcome them to the school** and to make arrangements for admission. Parents who are **not offered a place** will also be contacted, so that alternative arrangements can be made.

If you need help finding a place at another setting, please visit: www.pinpointdevon.co.uk

Overview of the Admission Process

1)Children become eligible for a place when they were born:	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March

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2) Visit the nursery	Spring term	Summer term	Autumn term
3) Apply by:	1 May	1 September	1 January
4)Admissions panel meet in:	May	September	January
5) Receive a letter about your application before:	May half term	October half term	February half term
6) Reply to the letter	Reply to the letter 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		
7) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

Published Nursery Admission Number (PNAN)

The **Planned Number of Admissions (PNAN)** is the number of places we intend to make available for our normal intake. Once this number is set, we will **not refuse admission** for applications below the PNAN.

If there is unexpectedly high demand and we believe we could admit more children, we will inform the **Devon LA Early Years and Childcare Team**. In such cases, additional children may be admitted **above the PNAN**, or the PNAN may be **increased**. The number of children that can be admitted depends on factors such as:

- The child's age
- Available **floor space**
- The number of **toilets and hand basins**
- Additional **staffing requirements**

The **Governing Board** also considers local demand for places and the age ranges of children applying. Any change to the PNAN partway through the year will be **published**.

Where there is an increase in demand for places, the Governing Board may decide to **increase the PNAN** at the start of the following term to accommodate children on the waiting list. Conversely, the PNAN may be **reduced** if demand is very low.

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The table below sets out our PNAN for 2025-2026

The maximum number of 3 and 4-year-old children that will be admitted at any one time is:	**26**
The maximum number of 2-year-old children that will be admitted at any one time is:	**20**

When there are more applications than places available the following oversubscription criteria are applied.

OVERSUBSCRIPTION CRITERIA FOR TWO YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted[6].

1. Looked after Children[7] 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)[8] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need[9] to attend this nursery.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding**[10] **and Early Years Pupil Premium and /or Disability Access Funding** (from April 2024).
4. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding**[11]
5. Priority will next be given to children who live within the schools **designated area** and whose parents are working and **eligible for targeted two-year-old funding for working parents** [the extended entitlement of *15 hours from April 2024 or 30 hours from September 2025]* and **Early Years Pupil Premium and/or Disability Access Funding**.
6. Priority will next be given to children who live within the schools **designated area** and whose parents are working and **eligible for targeted two-year-old funding for working parents** [the extended entitlement of *15 hours from April 2024 or 30 hours from September 2025].*
7. Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or nursery.
8. Priority will next be given to all other children who live in the schools **designated area.**
9. Priority will next be given to children who live **outside** the schools designated area who have a sibling at the school or nursery and are **eligible for two-year-old funding and Early Years Pupil Premium and /or Disability Access Funding**.

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10. Priority will next be given to children who live **outside** the schools designated area who have a sibling at the school or nursery and are **eligible for two-year-old funding.**
11. Priority will next be given to children who live **outside** the schools designated area who have a **sibling** at the school or nursery and are eligible for **targeted two-year-old funding for working parents and Early Years Pupil Premium and/or Disability Access Funding.**
12. Priority will next be given to children who live **outside** the schools designated area who have a **sibling** at the school or nursery and are eligible for **targeted two-year-old funding for working parents.**
13. Priority will next be given to all other children who live **outside** the schools designated area who have a sibling at the school or nursery.
14. 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.
15. **Other children**.

[6] These children meet the eligibility criteria for two-year-old funding.

[7] 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.

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

[9] Evidence from a medical specialist or social worker must be provided.

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

[11] Parents must be encouraged to check their eligibility through the Citizens Portal before making an application.

OVERSUBSCRIPTION CRITERIA FOR THREE- AND FOUR-YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted[12].

1. Looked after Children[13] 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)[14] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need[15] to attend this nursery.

3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding**[16] **(and Early Years Pupil Premium and/or Disability Access Funding** from April 2024).
4. Priority will next be given to other children who live in the schools **designated area** who are eligible for **Early Years Pupil Premium and/or Disability Access Funding**.
5. Priority will next be given to children who live within the schools **designated area** and whose parents are working and **eligible for the extended entitlement** of 15 hours from April 2024 or 30 hours from September 2025.
6. Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or nursery.
7. Priority will next be given to all other children who live in the schools **designated area.**
8. Priority will next be given to children who live **outside** of the schools designated area with a **sibling** at the school.
9. Priority will next be given to children who live **outside** the schools designated area who are three years old and **eligible for two-year-old funding and Early Years Pupil Premium and/or Disability Access Funding** (from April 2024).
10. 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.
11. **Other children**.

[12] These children meet the eligibility criteria for two-year-old funding.

[13] 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.

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

[15] Evidence from a medical specialist or social worker must be provided.

[16] Parents must be encouraged to check their eligibility through the Citizens Portal before making an application.

Waiting Lists

Following the allocation of FSU places, the school will **retain a waiting list**. Waiting lists will be kept in **order of the oversubscription criteria** outlined above. Places on the waiting list will **not** be prioritised according to:

- How long a child's name has been on the list
- The child's age
- Whether the sessions are funded or purchased

It is possible that a child's position on the list could **move up or down** depending on changing circumstances.

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If a place becomes available for a **short period of time** (for example, half a term or less), the school will discuss with parents whether it would be in the child's **best interest** to attend for such a short period before finding an alternative placement. Continuity and consistency of care are important in the early years, and frequent transitions can be **disruptive** for a child.

Parents with very young children, i.e., those **not due to start within the next two terms**, will be asked to complete a **Note of Interest Form** and will be advised when to submit the **Parent Declaration Form**.

Increasing the hours attended

If a **place or session becomes available partway through a term** and there is a waiting list, priority will be given to children on the waiting list. If parents on the waiting list **do not wish to take the available sessions**, these may be offered to parents of children who are already attending the FSU.

Similarly, if there is **no waiting list** and there are parents of children already attending the FSU who wish to **take up additional funded hours or purchase extra hours**, a list of these parents will be compiled. The **oversubscription criteria** will then be applied to determine who should be given priority for the available place or session.

Admissions appeals

If an FSU place is **refused**, parents may use the school's **complaints process** to express their concerns. The **Governing Board** will review the decision and consider whether the refusal was justified, for example on the grounds that the FSU was full. Even if it is agreed that the FSU was at capacity, the Governing Board will also consider the **impact on the child and family** and may still offer a place if there is **sufficient physical space** and **adequate staff available** to meet the child's needs.

Transport

No transport is provided for children attending the Foundation Stage Unit (FSU). Parents and carers are responsible for arranging their child's travel to and from the setting.

Uniform

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Uniform can be purchased from our **school supplier, School Wear Direct**. Children in the FSU are expected to wear **purple tracksuits** and **white polo shirts**. These items may also be purchased from **other suppliers** if preferred.

Further information, including a link to the supplier, can be found on our **school website**.

Claiming the Early Years Education Funding

The **Early Years Funding (EYF)** can be used at more than one provider; however, parents **cannot use funded hours at providers on more than two sites in a single day**.

It is important that both the school and parents are able to **clearly see which hours are funded and which are paid for**.

Parents must **not claim more than their entitlement**—either **570 hours** (universal 15 hours) or **1,140 hours** (extended 30 hours). Checks are carried out by the school to ensure that **overclaims are not made**.

Changes to Attendance

Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1) and 2) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

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

It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

Induction and Transition Arrangements for Starting Nursery

Shortly before starting at the **Foundation Stage Unit (FSU)**, you will receive information about a **home visit** and a **stay and play session**.

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A **home visit** will be arranged first, where **two members of the FSU team** will visit your home for approximately **half an hour**. This visit helps build a strong relationship between your child and their class teacher. Meeting the teacher in the child's **own home environment** supports a smooth transition into the new setting. It also provides an opportunity to discuss your child's development, ask questions, and for staff to get to know your child personally. Staff will also support you to complete any **additional paperwork** if required.

Following the home visit, a **stay and play session** will take place at the FSU. Both you and your child will have the chance to **explore the setting, meet Nursery staff, and become familiar with the environment**.

Your child will then be ready to **start at the FSU on the agreed date**, usually at the start of the following term.

We recognise that each child and family has **unique needs**, and all children at Highweek are supported emotionally to manage transition successfully. It is essential that children feel **safe, secure, and happy**. In some cases, a **staggered entry** may be arranged for children who require additional time or support to settle. This is organised in partnership with parents and carers to meet the **individual needs** of each child

Contacts and Further Information

Headteacher: Ms C Redwood

EYFS Lead: Miss L Roel

Highweek Community Primary and Nursery School

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Admissions Enquiries: ***admin@highweekprimary.co.uk***

Website: www.highweekprimary.co.uk

Equality Statement

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This policy is compliant with the Equality and Cohesion Policy. This Policy is based on best practice to ensure a consistent and effective approach. The Governing Board and the Head Teacher (Chair of Governors) have a particular responsibility to ensure that the processes are managed fairly, equitably, objectively and must not discriminate either directly or indirectly on the grounds of a person's race, sex, gender reassignment, sexual orientation, marriage or civil partnership, disability, age, pregnancy and maternity or religion or belief.

Policy version

This policy will be reviewed annually following a consultation hosted by Devon County Council at www.devon.gov.uk/admissionarrangements.

Signed:……Chair of Committee

Date of review and adoption by Governing Board:

Date for next review: November 2025