



Wrekin View

Wrekin View Primary School and Nursery

Nursery Admissions Policy



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Policy Lead	Mrs. F Atherton
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1. Aims

This policy sets out how Wrekin View Primary School and Nursery will fulfil its responsibilities regarding the admission of nursery aged children.

Wrekin View Primary School operates two nursery rooms:

- One for 2–3-year-olds children within our Wrekin Giants room.
- One for 3–4-year-olds either mornings, afternoons or 30 hours funded within our Nursery room.

Both rooms will provide a high-quality nursery experience for children that is focused upon a smooth transition into the next phase of education.

The governing body is the admission authority and is responsible for setting the school's Nursery Admissions Policy.

This policy is written to ensure fairness and equality for all those intending to begin their education at Wrekin View.

2. Legislation and guidance

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018 and The General Data Protection Regulation
- DfE (2022) School Admissions Code'
- DfE Childcare (Free of Charge for Working Parents) (England) Regulations 2022
- DfE (2025) Early education and childcare'
- DfE (2024) Early years entitlements: operational guide'

3. Free Childcare for Two Year Olds

Since September 2013, local authorities have a statutory responsibility to ensure that all two-year olds who meet the eligibility criteria can access a free early learning place.

At Wrekin View we offer 2-year-old Nursery places either 15 hours to families who receive additional forms of support and from September 2025 30-hour funding to working families.

Eligibility criteria for 15 hours funding for 2-year-olds:

- 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.
- The guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax.
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Your benefits will not be affected if you take up the 15 hours early learning offer.

2-year-olds can also get funded childcare if they:

- Are looked after by a local authority.
- Have an education, health, and care (EHC) plan.
- Receive Disability Living Allowance
- Have left care under an adoption order, special guardianship order or a child arrangements order.
- No income thresholds apply.

Your 2-year-old may get a funded place if you receive support under the immigration and Asylum Act and have either:

- Claimed asylum in the UK and are waiting for a decision (known as 'part 6')
- Been refused asylum in the UK (known as 'section 4').

This table shows when a child is eligible for a 2-year-old funded place.

CHILD BORN IN THE PERIOD	WILL BECOME ELIGIBLE FOR A FREE PLACE
1 April - 31 August	Start of Autumn term (following child's 2nd birthday)
1 September - 31 December	Start of Spring term (following child's 2nd birthday)
1 January - 31 March	Start of Summer term (following child's 2nd birthday)

Application for a 2-year-old 15 hour funded place is via: [Telford & Wrekin Council | Talking 2's - Early Learning for 2s, 15 hours of funded childcare](#)

From September 2025, the current 15 hours for eligible working families will expand to 30 hours, meaning eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months until they reach school age.

Eligibility Criteria for 30 hours funding for working parents of 2-year-olds:

You (and your partner if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity, or adoption leave

The amount of funded childcare you can get depends on:

- your child's age and circumstances
- your income (and your partner's income if you have one)
- your immigration status

Funding is applied for via: [Telford & Wrekin Council | Funded childcare for children from 9 months to 4 years old](#)

4. Three- and Four-Year Olds

If a child doesn't qualify for 2-year-old 15 hours funding or 2-year-old 30 hours working family funding, then the earliest age a child can access 15 hours of **free** Nursery entitlement is the term after the child's third birthday.

This table shows when a child is eligible for a 3-year-old funded place.

CHILDREN BORN BETWEEN	ELIGIBLE TO START FROM
1 April - 31 August	Autumn term (starts September)
1 September - 31 December	Spring term (starts January)
1 January - 31 March	Summer term (starts April)

5. Private Fee Payers

As a school we are happy to provide additional care privately providing that:

- Any fees owing are paid in full and on time.
- That we have space available

Please read our Childcare Charging Policy.

6. Application Process

To register your interest for a place at Wrekin View Nursery:

Complete the online nursery admissions form via [Nursery - Wrekin View](#)

Once we receive your request, we will send a letter of acknowledgement.

Your child will then go onto a waiting list and will be considered for a place when they reach the appropriate age. Placing a child's name on a waiting list does not guarantee that a place will become available for the child.

Offering Places

Places for the September entry will be offered during the preceding summer term to children who will be two or three by 31st August of that year. If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria.

Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 2 weeks of making the offer, the place may be offered to another child on the waiting list.

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age.

If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria.

7. Oversubscription Criteria for Two-, Three- and Four-Year Olds

Places at Nursery and in Wrekin Giants are offered on a first come, first serve basis.

In the event that Nursery or Wrekin Giants is full, a place will be offered when space is available.

8. Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications.
- Offers made on the basis of intentionally misleading applications.
- Parents not responding to an offer within two weeks.
- A child is in receipt of more than their entitlement of nursery education.

Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit.
- The child is not of the appropriate age.

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

Non-Attendance

Wrekin View Primary School and Nursery reserve the right to withdraw a place where either of the following applies;

- Your child fails to attend for a period of 2 weeks without reason.
- Your child's attendance falls below 50% without significant reason.

Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.

9. Admission to Reception

Children who attend the Nursery do not have an automatic place in the Reception classes at Wrekin View and should apply through www.Telford.gov.uk/admissions

The application period for Reception admissions is normally during the Autumn term following the child's 3rd birthday. It is the responsibility of the parents to apply for a school place. See the School Admission Policy for more details.

10. Transition Arrangements

Wrekin View Primary School aim to ensure a smooth transition between nurseries, or between Nursery and the Reception class, whichever nursery, or school the child attends.

Nursery/Wrekin Giants children and their parents will be invited to visit the Nursery during the term prior to a child's start date.

Reception children will be invited to attend transition visits with their class teacher during the summer term. A welcome book displaying aspects of the school is used to prepare children for their transition.

During the Summer term, Reception teachers from the primary schools to which the children will transfer come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs. Details of children with SEND or educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

11. Data Protection

All personal data will be held in line with the LCT Data Protection Policy.