



LITTLE TANGLEWOOD ADMISSIONS POLICY

Written by	SLT/Admissions Officer/Governors
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Links with other policies	Admissions (Main Tanglewood) Policy Charging and Remissions Policy Fees and Refunds for Paid Places Policy Debt Recovery Policy

LITTLE TANGLEWOOD ADMISSIONS POLICY

General

1. A child's name may be placed on the waiting list during the term in which he/she reaches his/her first birthday.

The deadline for applications is:

- September admissions – Previous January (Headcount Day)
- January admissions – Previous September (Headcount Day)

Applications received after headcount day for September admissions, or after headcount day for January admissions, will be added to the waiting list. Places will be allocated as they become available and in the order in which names were added to the waiting list.

Places will be allocated and parents/carers notified as soon as possible after these dates.

2. Children may not start at Little Tanglewood until they have reached their second birthday.
3. Before a nursery place can be offered, both children and their parents/carers are required to attend a school tour.
4. Parents/carers are contacted by email and/or telephone. **Please ensure your contact details are kept up to date.**
5. Admissions are for up to five 3-hour sessions per week, which can be taken as morning or afternoon sessions. The minimum number of sessions a child can attend is two per week. Parents/carers can choose a variety of different sessions throughout the week, provided the sessions they request are available. Options being -
 1. Monday & Tuesday
 2. Monday to Wednesday
 3. Tuesday to Thursday
 4. Wednesday to Friday
 5. Thursday & Friday

Please be aware that we **do not** offer mixed morning and afternoon sessions or full-time places.

6. When your child becomes eligible for three-year-old funding we cannot guarantee that we will be able to offer his/her full 15 hours entitlement at Little Tanglewood. However priority will be given to these children when allocating places for Main Tanglewood, where they will receive their full 15 hours.
7. Children and parents/carers are offered a home visit where possible, and are required to attend 'Stay and Play' sessions before they are admitted.

8. We are an inclusive school that welcomes children and their families from many different backgrounds. Within our diverse community, we have a number of children identified with additional needs or present as needing additional support and Tanglewood has a strong reputation for providing this support. However, there are times when we reach capacity for meeting children's needs. At these times, to ensure that we can meet all children's needs safely, we will work with individual children, their families and the professionals involved around them. This may result in a delayed start or a deferred entry until we do have capacity and can meet the needs of every child in school. Any decisions made will be at the discretion of the Headteacher.
9. Children with medical needs or who require specialist equipment may have their start date delayed while we wait for the appropriate training to be carried out and/or the specialist equipment to be supplied and fitted by the appropriate health professional e.g. Epipen training.

Allocation of Places

Places will be allocated using the following criteria in the order given. In exceptional circumstances a decision may be made on a case-by-case basis at the Headteacher's discretion and with the approval of the Chair of Governors.

1. Looked-after and adopted children.
2. Emergency admissions with supporting documentation.
3. Siblings of children who are **currently** attending Tanglewood Nursery School. Siblings are defined as children living in the same family unit, whether or not they are blood-related. This does not include blood-related brothers or sisters who live in separate homes. **It is the parent/carers responsibility to ensure that the school is aware of any siblings currently attending or on the waiting list for Tanglewood Nursery School.**
4. Children living within the priority area, as defined by the map held at school. If more than one child lives the same distance from school, priority will be given to the child who has been on the waiting list the longest.
5. Children living outside the priority area as defined by the map held at the school. Within this group priority will be given to those living nearest to the school. If more than one child lives the same distance from school, priority will be given to the child who has been on the waiting list the longest.

Distance will be calculated as the walking distance from the home address to school using Google maps.

Applications received after headcount day for September admissions, or after headcount day for January admissions, will be added to the waiting list and offered a place when a place becomes available.

Paid Places

Paid places require payment in advance. **Please see the Fees and Refunds for Paid Places Policy.**

Funded Places

Government-funded Early Years Education and Childcare Entitlements in England help families with the cost of childcare and early education. These entitlements are part of the statutory *Early Years*

Entitlements and are funded by the Department for Education and administered through local authorities and HM Revenue & Customs (HMRC). They apply until the child reaches compulsory school age (usually the September following their 4th birthday).

The main schemes available are:

- **Early Learning for 2-year-olds – entitlement for families receiving extra support (15 hours per week):** Available to families receiving certain benefits e.g. Income Support, Universal Credit with a low-income threshold. Eligible two-year-olds can access their entitlement the school term after they turn two. 2-year-olds can also get funded childcare if they are looked after by a local authority, have a statement of Special Education Needs (SEN) or an Education, Health and Care Plan (EHCP) get Disability Allowance, or have left care under a special guardianship order, child arrangements order or adoption order. *Eligible two-year-olds can access their entitlement the school term after they turn two.*
- **Working Parent Entitlement (up to 30 Hours):** For eligible working families with children aged 9 months to 4 years, from the term after they turn 9 months old until they start school. **Please be aware we do not offer 30hr places in Little Tanglewood.**
- **Universal Entitlement for 3 -4 yr olds (15 Hours):** All 3 and 4-year-olds in England are entitled to 15 hours of funded early education per week for 38 weeks of the year, regardless of parental income or working status. *Funding starts the term after they are three.*

When your child becomes eligible for their 15 hours entitlement we cannot guarantee that we will be able to offer his/her full 15 hours at Little Tanglewood. In Little Tanglewood, you can share your 15 hr funding between two settings e.g. Little Tanglewood and another pre-school, day nursery, maintained nursery school or class, or registered childminder. However, when a place becomes available in Main Tanglewood, our offer is the full five sessions (15 hours) and we will no longer be able to accommodate a split placement.

For more information please visit <https://www.essex.gov.uk/children-young-people-and-families/early-years-and-childcare/help-childcare-costs>

Appeals

In the event of parents/carers being unhappy with the allocation of a place, they should speak, in the first instance, to the Admissions Officer. If still not satisfied with the decision, they should then speak or write to the Headteacher. If they need to take the matter further, they should then write to the Chair of Governors. In the event of parents/carers still being unhappy, the matter should ultimately be referred in writing to Essex County Council, whose decision shall be final.