

Firs Primary School



Nursery Admissions Policy

September 2026

Review date: September 2027

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1. Statement of intent

Firs Primary School aims to provide a nursery experience for children that is affordable, high- quality and geared towards a smooth transition into Reception class.

Derby Diocesan Academy Trust (DDAT) 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 the school.

2. Legal framework

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

Legislation

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)

Guidance

- DfE (2021) 'School Admissions Code' [School Admissions Code](#)
- DfE (2022) 'School Admission Appeals Code' [School Admission Appeals Code](#)
- DfE (2024) 'Early Education and Childcare'
<https://www.gov.uk/government/publications/early-education-and-childcare--2/early-education-and-childcare-applies-from-1-april-2024>
- DfE (2024-25) Early Years Entitlements: Local Authority Funding Operational Guide 2024-24 <https://www.gov.uk/government/publications/early-years-funding-2024-to-2025/early-years-entitlements-local-authority-funding-operational-guide-2024-to-2025>

3. Free childcare arrangements

- 3.1 The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined below.
- 3.2 Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

3.3 Two Year Olds

From 1st September 2025 working parents of 2 year olds who are eligible for a working parent code are entitled to a 30 hour place rather than a 15 hour place. This equates to 1140 hours spread over 38 weeks. These children can do full days; children with "Flying 2s funding" (the economic criteria) only have the option of morning or afternoon sessions. Firs Primary School is pleased to be able to offer this provision.

The LA is required to secure free places offering 570 hours a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined as below.

A child is entitled to the free hours from the term after both of the following conditions are satisfied:

- The child has reached the age of two; and
- Parents meet the eligibility criteria (see section below)

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's second birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's second birthday
- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's second birthday

For two-year-old children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a pro-rata number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

Firs Primary School offers 570 hours as 15 hours per week/ 1140 hours as 30 hours per week, over 38 weeks per year in the Two Year Old Nursery.

Two Year Old Nursery children are offered three hours of free childcare daily:

- Either Mornings – 8:45-11:45am or Afternoons – 12:30-3:30pm

3.4 Eligibility criteria

There are three different funding offers to apply for. All applications for funding must be made via Derby City (please see the links below). Firs Primary School will offer places to children who are eligible for funding Offers 1, 2 or 3 (once a child is 2 years old). At Firs Primary School there are a maximum of 8 places for children entitled to a 2 year old place. There are a maximum of 4 morning places 8.45 – 11.45 am and 4 afternoon places 12.30 – 3.30 pm. There are a maximum 4 places for "Flying 2s" and 4 places for "Take off" funded places. Places will be offered subject to availability and priority will be given to 3 year olds.

Offer 1

<https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-and-early-years-education/funded-early-learning-childcare-for-9-month-4-year-olds/flying-start-funding-for-2-year-olds/#>

Your 2 year old can get funded early learning and childcare if you live in England and if you claim one of the following benefits:

- 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
- Child Tax Credits or Working Tax Credits (but not both) and you have an income of £16,190 or less a year, before tax
- Guaranteed element of Pension Credit
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Offer 2

<https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-and-early-years-education/funded-early-learning-childcare-for-9-month-4-year-olds/flying-start-funding-for-2-year-olds/#>

Your 2 year old can get funded early learning and childcare if they have one or more of the following:

- Is looked after by a local authority
- Has a statement of special education needs (SEN) or an education, health and care (EHC) plan
- Gets Disability Living Allowance (DLA)
- Has left care under an adoption order, special guardianship order or a child arrangements order
- No recourse to public funds
- If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2 year old. You must live in England and your household income must be no more than:
 - £26,500 for families outside of London with one child
 - £34,500 for families within London with one child
 - £30,600 for families outside of London with two or more children
 - £38,600 for families within London with two or more childcare
 - Please note, you cannot have more than £16,000 in savings or investments.

Offer 3

<https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-and-early-years-education/funded-early-learning-childcare-for-9-month-4-year-olds/take-off-funding-for-9-month-4-year-olds/#page-1>

If you are a working parent and your child is 2 years old, you might be eligible for 1140 hours of funded early learning childcare. You can apply from 12 May.

The term after your child turns 3 years, all children are eligible for 570 hours per year. If you are a working parent, you may be eligible for an additional 570 hours of funded early learning childcare giving you a total of 1140 hours for your 3 to 4 year old.

Minimum eligible wage for Take Off funding is different for different age groups. Over the next 3 months you and your partner (if you have one) must each expect to earn at least:

- £2,643.68 if you're aged 21 or over
- £2256.80 if you're aged 18 to 20
- £1,664 if you're under 18 or an apprentice

This is the National Minimum Wage or Living Wage (before tax) for 16 hours a week on average.

If either of you earn £100,000 or more per year, you will not be eligible for Take Off funding.

You can check your eligibility and apply for your code up to 16 weeks before your child is due to start. Your eligibility code must be revalidated every 3 months otherwise you will lose your funding.

- If your child turns 2 years old in the summer term, on or before the 31 August then, if you are eligible, you will receive your funding in the autumn term starting in September.
- If your child turns 2 years old in the autumn term, on or before the 31 December then if you are eligible, you will receive your funding in the spring term starting in January.
- If your child turns 2 years old in the spring term, on or before the 31 March then if you are eligible, you will receive your funding in the spring term starting in April.

3.5 Funded Early Years Education Entitlement (FEEE)

Firs Primary School supports the entitlement to 15 hours free early years provision for 3 and 4 year-olds.

From the term **after** their third birthday, all children are entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of Funded Nursery Education per week, over 38 weeks of the year.

3.6 With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

3.7 The nursery can accommodate a maximum of 72 nursery children over the week with 36 children present at any one time.

- 3.8 The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare. The nursery is able to accommodate 32 children eligible for 30 hours free childcare. Parents wanting to access the universal 15 hours free childcare for three and four year olds do not need to apply for this through the digital childcare service.
- 3.9 For children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a prorated number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.
- 3.10 The LA will ensure that any three or four year olds moving to England from another country can access their free place on the same basis as other children.
- 3.11 Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the [digital childcare service](#). Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time – or the equivalent number of hours across more weeks per year, e.g. 22 hours a week for 52 weeks. Parents will also be reminded of their possible eligibility for tax-free childcare through the digital childcare service to cover additional childcare costs, e.g. school holidays.

4. Eligibility for 30 hours free childcare

- 4.1 Parents of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours free childcare.
- 4.2 Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a ‘start up’ period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- 4.3 Where
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
 - One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
 - If a non-European Economic Area national, the parent has recourse to public funds
- 4.4 Parents should check their own eligibility for the scheme using the government’s [Childcare Choices](#) website or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.
- 4.5 Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible. If eligible, parents must provide the nursery with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child’s date of birth. As the free childcare cannot be claimed

until the code has been verified, parents should provide the nursery with this information as soon as possible in order to avoid delay. Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

- 4.6 The LA will audit the eligibility codes at several points during the year to identify any parents who have fallen out of free childcare eligibility. The LA will notify the nursery as soon as possible where parents have fallen out of their eligibility. The nursery will then notify parents within five working days.
- 4.7 If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. If a parent falls into their grace period before their child has started a 30-hour place, they should not take up their 30-hour place. The grace period will not continue once a child has reached compulsory school age. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.
- 4.8 A parent who becomes ineligible during the first half of a funding block will have their free childcare funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as their child remains under the compulsory school age, whichever is shorter. A parent who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as their child remains under the compulsory school age, whichever is shorter. If a parent becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care for their child.
- 4.9 Other information related to the 30 hours free childcare scheme can be found in the nursery's Nursery Fees Policy.

5. Application timetable

- 5.1 A child is deemed to be of nursery-age from the beginning of the term following their third birthday.
- 5.2 Parents may register their interest in a place at the nursery at any time during the year before their child's third birthday, or second birthday, where eligible.
- 5.3 Formal applications for nursery places must be made by 1st June for places in the Autumn term.
- 5.4 Application forms can be obtained from the main school office or from the school's website: <https://firsprimary.derby.sch.uk/>
- 5.5 Acceptance and non-acceptance letters are sent out in June for the Autumn term.
- 5.6 Where places are remaining, later admissions are possible, up to the agreed admissions limit.

- 5.7 Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

6. Additional costs

- 6.1 Firs Primary School only charges parents for care provided outside of the 15 hour statutory provision or 30 hour extended entitlement (where applicable).
- 6.2 Our fees are £15 per additional session (3 hours).
- 6.3 In addition, where children attend for full days, we charge £3.25 for a school meal, unless your child has a Free School Meal Entitlement; details are available from the School Office. Alternatively, parents may provide a packed lunch.
- 6.4 It is the parents/carers responsibility to provide sundries e.g. nappies, wipes, cream. We charge £1 per session for emergency supplies in the absence of the parent/carer making appropriate provision.

7. Oversubscription

- 7.1 Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.
- 7.2 The oversubscription criteria, set out in priority order, are as follows:
1. Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted. IAPLAC - Internationally Adopted Previously Looked After Children. For children who were in state care outside of England and were then adopted, you must submit evidence with your application so this priority can be verified. The evidence must show your child's adoption (an adoption order or adoption birth certificate); and - that they were in state care outside England (a letter from the state).
 2. Children who have siblings* of compulsory school age still attending the school at the time of their admission.
 3. Children of Staff who have been employed at the school for 1 year or more at the time of application or who have been recruited to fill a vacant post of which there is a skill shortage.
 4. Other children living in the catchment area** at the time of admission.
 5. Children who do not live in the catchment area served by the school but who have siblings of compulsory school age still attending the school at the time of their admission.
 6. Other children whose parents have requested a place.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

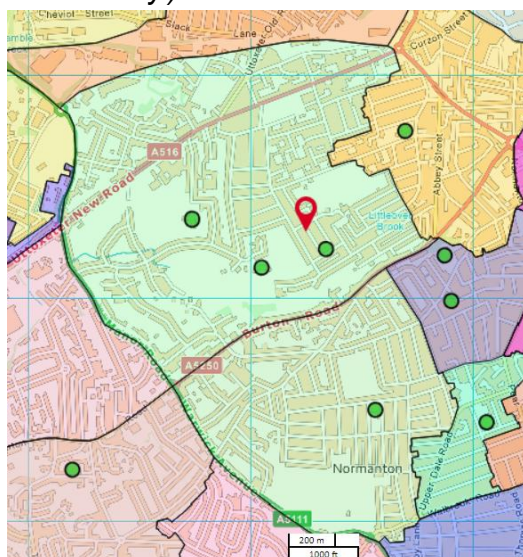
** Siblings: For the purposes of admissions, we class a sibling as having:*

- *one or both natural parents in common.*
- *are related by a parent's marriage or are adopted or fostered.*
- *a child of parent's partner living in the same family unit.*
-

Note: A sibling must be living at the same address. Cousins are not classed as siblings.

****Catchment Area: Catchment areas in Derby can be seen by going to www.maps.derby.gov.uk**

*(type an address into 'search' bar > map layers > education > choose **either** 'primary' or 'secondary').*



Tie Break

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

8. Waiting list

- 8.1 In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a waiting list in order of the criteria and not by date of application.

- 8.2 If a place becomes available, the nursery will contact the parents of the child at the top of the list.
- 8.3 If a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- 8.4 Placing a child's name on the waiting list does not guarantee that a place will become available.

9. Withdrawing offers

- 9.1 Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:
- Offers made in error
 - Offers made on the basis of fraudulent applications
 - Offers made on the basis of intentionally misleading applications
 - Parents not responding to an offer within three weeks
 - A child is in receipt of more than their entitlement of nursery education
 - A family registering their child at two maintained settings
 - A child's attendance falls below the expected attendance level and there are insufficient exceptional circumstances to justify this

10. Refusal of admission

- 10.1 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
- 10.2 Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
- 10.3 Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

11. Admission to Reception

- 11.1 If parents wish for their child to remain at Firs Primary School once their child reaches the compulsory school age, they must complete a Reception application form by January of the year the child is due to start reception; Derby City Council's closing date to ensure their child has an offer of a place in Reception from the following September.

- 11.2 **Securing a place within the Nursery does not automatically entitle the child to place in the school. An application will need to be made and this application will be subject to the same admissions criteria as those made by parents outside of the Nursery. Please see the DfE guidelines around school admissions criteria - <https://www.gov.uk/schools-admissions>**

12. Data protection

- 11.1 The nursery will act in compliance with the Data Protection Policy when processing personal data.
- 11.2 When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.
- 11.3 The nursery will act in compliance with the Data Protection Policy when processing personal data. The Trust Data Protection Policy and Privacy Notice can be accessed on the website: www.ddat.org.uk

13. Policy review

- 13.1 This policy is reviewed annually by the Local Trust Committee and headteacher.
- 13.2 The scheduled review date for this policy is September 2027.