

West Exe Nursery School

Admissions Policy and Oversubscription Criteria

Policy Updated: September 2025

Policy Review Date: September 2026

These arrangements seek to comply with the government's [School Admissions Code](#), the [Provider Agreement](#), the [Early Education and Childcare Statutory Guidance for Local Authorities](#) and the [Co-ordinated Admissions Schemes of Devon County Council](#), the local authority (LA) for this area.

1. The Ethos of West Exe Nursery School

We believe that a positive well-being is at the heart of the success for children in our schools. This enables children to make the best possible progress in all aspects of school life. We believe that all behaviour is communication and that emotional development and behaviour are inextricably linked.

We value everyone as unique and capable of growth and change. We build positive relationships with children and families based on mutual respect, tolerance' and joint decision making. Our approach is based on the belief that children learn who they are and how the world is through relationships. We have high expectations for all to contribute positively to our school and school community.

2. Early Years Education Funding for two, three and four year olds

- 2.1. All three and four year olds are entitled to a free early year's education place for 570 hours a year over no fewer than 38 weeks of the year. Some children whose parents are working will be entitled to 1140 hours a year. Funding is applied the term after the child's third birthday.
- 2.2. From April 2024 working parents with two year olds will be able to access 570 hours (15 hours a week if taken during term time) from the term after their 2nd birthday. Parents must successfully apply for funding prior to the term their child becomes eligible in. From September 2025 it is expected that this funding will be extended to 30 hours a week if eligible. (Two year old funding for working parents)
- 2.3. The above funding should not be confused with funding for two-year-olds who are eligible for a funded place from the start of the term following their second birthday if your family is in receipt of universal credit, you are refugees/asylum seekers or if your child has an EHCP, receives DLA or is/has been in care. (Two year old funding)
- 2.4. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

- 2.5. Devon County Council is sent a list of *potentially eligible* parents approximately every 6 weeks by the Department for Work and Pensions (DWP). Parents on this list are sent an email and/or text or an invitation (see images below), which directs them to check their eligibility through the



2.6 Schools **must** direct parents who do not receive an invitation, email or text but who they believe to be in receipt of Universal Credit to check their eligibility on the [Citizens Portal](#) before processing an application for a place. 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 about their eligibility.

2.7 Some parents will need to select **request help** through the [Citizens Portal](#) to enable them to **submit evidence of eligibility**. For example, they may have to attach a court order to prove that a child has previously been in care.

2.8 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](tel:03451551013).

2.9 Parents should be encouraged to accept a place and to take up the full number of funded hours.

2.10 Parents should be directed to the [parents webpage](#) and can email 2info@devon.gov.uk if they have any questions.

2.11 It should be noted that **a three-year-old can be eligible for two-year-old funding**. During 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 for two-year-old funding are met.

Early Years Pupil Premium and Disability Access Funding

2.12 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 support individual children.

2.13 Devon County Council run an eligibility check for Early Years Pupil Premium (EYPP) on parents who have set up an account on the Citizens Portal and been found eligible for 2-year-old funding and/ or free school meals AND who have a child of eligible age i.e., term after they are 3.

2.14 Parents who have not got an account on the Citizens Portal and who you think may be entitled to [Early Years Pupil Premium](#) should complete and submit the application form so a check can be made.

2.15 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](#).

2.16 A new **Provider Agreement Form must** be completed:

- by all newly funded early years providers [\[3\]](#).
- 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 their management i.e., a maintained school becomes an academy, a governor-run pre-school becomes a nursery class.
- when any details change i.e., phone number, email, named person.
- 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. Admissions to the Nursery Schools

3.1. West Exe School admits:

- Eligible two-year-olds funded from the start of the term following their second birthday.
- Non-funded two-year-olds following their second birthday.
- Early Years funded three and four year olds from the start of term following their third birthday.

4. Points of Admission to Nursery School

- 4.1. Generally, children will start at nursery at the beginning of a term. Eligibility for the Early Years Education Funding for two-year-olds is from the start of the term following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term 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.

2 or 3 year olds children are eligible for funding:		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

- 4.2. 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 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.

5. Patterns of attendance available

- 5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570-hour entitlement of:
- Morning sessions of 9.00am to 12.00pm and

- Afternoon sessions of 12.45pm to 3.45pm and
- All day sessions of 9.00am to 3.45pm during term time only.

5.2. Our all year-round offer is 51 weeks a year

Morning sessions of 9 - 12pm

Afternoon sessions of 12.45 - 3.45pm

All day session of 9 - 3.45pm

5.3. If you choose an all-day session this includes the lunchtime period that is 12.00 - 12.45pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Funding. You can also add the lunch period to a morning or afternoon session.

5.4. A minimum of 2 sessions are required to build relationships and gain a sense of routine.

6. Extended Hours

6.1. Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year or 22 hours if attending all year around.

6.2. Families that need a longer day can use funded hours to access our before and after school provision. These sessions are:

- 8.00am - 9.00am before school
- 3.45pm - 5.30pm after school.

6.3. Before and after school childcare provision is made for all children. The Governing body manages this service, and this means that the Early Years Funding for two, three- and four-year olds can be offered between 8.00am and 5.30pm making our nursery provision extremely flexible.

6.4. We also run a holiday scheme where nursery places can be funded enabling parents to stretch the 570-universal entitlement as well as the 1140 extended entitlement across the year to fit with work patterns.

6.5. When allocating places, the Governing body take these extended services for two, three- and four-year-olds to be an integral part of the nursery provision.

- 6.6. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. Please see our price list for current charges
- 6.7. The table below sets out our session times. When applying for a place please use the [Nursery Admissions Application Form DCAF-0](#) and tell us what sessions you need on the [Parent Declaration Form](#). **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

Session choices	Hours
8.00am - 9.00am	1
9.00am - 12.00pm	3
9am - 12.45pm	3.75
12.45 -3.45pm	3
12.00pm - 3.45pm	3.75
3.45pm - 5.30pm	1.75

7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 7.2. The school must comply with Devon County Councils [Provider Agreement](#)¹.
- 7.3. Details about buying additional sessions in the nursery are set out in the schools Charging Policy.

¹ The Provider Agreement is regularly updated so please make regular visits to the document.

8. Childcare Vouchers and Tax-Free Childcare

- 8.1. Our school accepts childcare vouchers.
- 8.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#)

9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must apply through the Citizens Portal
https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register
- 9.2. Children who do not meet the eligibility criteria for free school meals bring a packed lunch.

10. Visiting

- 10.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit, you should contact the school to make an appointment.
- 10.2. Most children will start at the nursery at the start of the term or half term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.
- 10.3. To apply for a place here you must use the [Nursery Admissions Application Form DCAF-O Parent Declaration Form](#). Available from Reception
- 10.4. Places are not allocated to a child automatically, even where:
 - there is an older sibling attending here;
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.
- 10.5. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will

publicise the need to apply but the responsibility for making an application will be with you as the parent.

11. How to apply for a nursery place

- 11.1.** Parents must complete both the [Nursery Admissions Application Form DCAF-0](#) and the [Parent Declaration Form](#) and return it to the school.

12. Information provided in an application

- 12.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we 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 actually attend School and this disadvantages another child.
- 12.2.** 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.
- 12.3.** You will be asked to provide date of birth evidence so we can check your child's age.

13. What happens next

- 13.1.** If there are fewer applications than places 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 below.
- 13.2.** We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.3.** We will contact successful parents to welcome them to the School and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

14. Published Nursery Admissions Number (PNAN)

- 14.1. This is the number of places we intend to make available for our normal nursery intake. Once we set this number, 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 inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 14.2. The Governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published on our website.
- 14.3. If there is an increase in the demand for places the Governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 14.4. The table below sets out our Published Nursery Admissions Number (PNAN) for 2020/2021

The maximum number of 3 and 4-year-old children that will be admitted at any one time:	63 WTE
The maximum number of 2-year-old children that will be admitted at any one time:	24 WTE

- 14.5. Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) 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 naming the school will be admitted.

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 or made the subject of a special guardianship order.
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 funding.
4. Children who live in the school's designated area who have a sibling at the school.
5. All other children who live in the designated area.
6. Children who live outside of the designated area with a sibling at the school.
7. Children who live outside the designated area who are eligible for the early years funding for two-year-olds.
8. Other children.

15. Waiting lists

- 15.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 15.2. If a place is only available for a short period of time, i.e. half a term or less, then the school will 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.

16. Increasing the hours attended

- 16.1. If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions as the times that are available, then they can be offered to parents of children who are already attending the nursery. 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 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.

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 also 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 sufficient staff available.

18. Transport

- 18.1. No transport is available for nursery children.

Claiming the Early Years Education Funding

- 18.2. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 18.3. It is important that both the school and parent can see what time is funded and what time is being bought.
- 18.4. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

19. Changes to attendance

- 19.1. 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
- 19.2. 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.
- 19.3. All children accepting a place at our School will receive a home visit and a parent will be expected to stay for the child's first session at School and sometimes for further sessions dependant on the child's need.

20. Contacts and further information

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