



**WITHAM**  
A PRIORY ACADEMY

# Early years admissions to the Priory Witham Academy

At the Priory Witham Academy, we aim to make our early years provision accessible to children aged two and over within all sections of our local community.

Our pre-school provision is in three parts.

**Pre-nursery** – for children who are 2 years old until the beginning of the term before their 3<sup>rd</sup> birthday – *turn to page 2*

**Nursery** – for children turning 3 years old, from the beginning of the term before their 3<sup>rd</sup> birthday until the end of the school year before they are 4 – *turn to page 3*

**Pre-reception** – for children turning 4 years old, from the beginning of the school year during which they are 4 to the end of that school year – *turn to page 4*

## Moving to a primary school

From the beginning of the school year in which pupils reach the age of 5, children move to primary school. Parents will need to apply for a place at their chosen primary school through the local authority's common application system for primary school admissions. This happens in the first part of the autumn term before children take up their primary school places.

Joining the pre-school provision at The Priory Witham Academy does not guarantee a place in our primary classes and parents will need to make an application for a primary place in the same way as all other parents. Parents may also apply for a place at any other primary school.

[end of page 2]

## Pre-nursery places – 2 year olds

We have 40 places at any given time for children who have reached the age of 2 until the start of the school term in which they are three. At that point they will automatically move to our nursery.

The number of places available for admission at any time depends on the age of the children, the time of year and the number of hours of provision taken up by children already admitted.

We offer places at the following times:

Times of sessions	Free or need paying for	Open for
9.00 am to 3.00 pm (Core Day)	Free (funded) places for 15 hours a week	38 weeks
	Free (funded) places for 12 hours a week <i>These places start the term after your child is 2 if you are entitled to funding for 2-year-olds.</i>	47½ weeks
	Places paid for by parents <i>These places can start the day after your child is 2.</i>	50 weeks
3.00 pm to 5.30 pm (Early Years After School Club)	Parents need to pay for these places. <i>Your child must already be accessing the Core Day on the day you wish them to access Early Years After School Club.</i>	50 weeks

### How to apply

You apply to The Priory Witham Academy.

We cannot consider your application for a free place until you have registered for this funding through the local authority. You will need to show us proof that you are eligible.

If a place is available and your child can be admitted using the criteria on page 6, then we will offer your child a place.

If you apply for a place before your child has reached the admission age, or we have no places available, we will place your child's name on a waiting list. Once your child is old enough to be admitted, we will offer any places to children on the waiting list using only the admission criteria. How long your child's name has been on the waiting list is not considered.

[end of page 3]

## Nursery places – 2 to 3 year olds

We have 32 places at any given time in our nursery. Children take up these places at the beginning of the term in which they reach the age of 3. They normally remain in the nursery until they move automatically to our pre-reception class. This happens in the September of the year in which they reach the age of 4.

The number of places available for admission at any time depends on how many children have moved up from the pre-nursery provision and the number of hours of provision taken up by children already admitted.

We offer places at the following times:

Times of sessions	Free or need paying for	Open for
7.30 am to 9.00 am (Early Years Breakfast Club)	Parents need to pay for these places. <i>Your child must already be accessing the Core Day on the day you wish them to access Early Years Breakfast Club.</i>	50 weeks
9.00 am to 3.00 pm (Core Day)	Free (funded) places for 15 hours a week	38 weeks
	Free (funded) places for 12 hours a week <i>Available to 2 year olds eligible for funding. All 3 year olds are funded free following the term after their 3<sup>rd</sup> birthday)</i>	47½ weeks
	Free (funded) places for 30 hours a week	38 weeks
	Free (funded) places for 24 hours a week <i>Available to 3 year olds only following the term after their 3rd birthday if they are eligible for the additional funding beyond their exiting 15/12 hours)</i>	47½ weeks
	Places paid for by parents <i>These places are available for those accessing Core Provision to extend it outside school year or as additional sessions.</i>	50 weeks
3.00 pm to 5.30 pm (Early Years After School Club)	Parents need to pay for these places <i>Your child must already be accessing the Core Day on the day you wish them to access Early Years After School Club.</i>	50 weeks

### How to apply

You apply to The Priory Witham Academy.

Your child will be entitled to universal early years funding the term after their 3<sup>rd</sup> birthday. This can be taken as either:

- 15 hours over 38 weeks
- 12 hours over 47.5 weeks

Free places for 30/24 hours require additional funding. We cannot consider your application for the additional 15/12 hours until you have registered for this funding through the childcare choices website [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk) You will need to show us proof through your eligibility number that you are entitled to this funding.

If a place is available and your child can be admitted using the criteria on page 6, then we will offer your child a place.

If we have no places available, we will place your child's name on a waiting list. Once your child is old enough to be admitted, we will offer any places to children on the waiting list using only the admission criteria. How long your child's name has been on the waiting list is not considered.

[end of page 4]

## Pre-reception places – 3 to 4 year olds

We have 39 places at any given time in our nursery. These are a mix of full-time and part-time places. Children take up these places at the beginning of the school year in which they reach the age of 4. During this year, parents will need to apply for a primary school place using the local authority's common application process.

The number of places available for admission at any time depends on how many children have moved up from the nursery provision and the number of hours provision these children take up.

We offer places at the following times:

Times of sessions	Free or need paying for	Open for
7.30 am to 9.00 am (Early Years Breakfast Club)	Parents need to pay for these places. <i>Your child must already be accessing the Core Day on the day you wish them to access Early Years Breakfast Club.</i>	50 weeks
9.00 am to 3.00 pm {Core Day}	Free (funded) places for 15 hours a week	38 weeks
	Free (funded) places for 12 hours a week	47½ weeks
	Available to all 3 and 4 year olds following the term after their 3rd birthday	
	Free (funded) places for 30 hours a week	38 weeks
	Free (funded) places for 24 hours a week	47½ weeks
	Available to 3 year olds only following the term after their 3rd birthday if they are eligible for the additional 15/12 hours	
	Places paid for by parents	50 weeks
	<i>These places are available for those accessing Core Provision to extend it outside school year or as additional sessions.</i>	
3.00 pm to 5.30 pm (Early Years After School Club)	Parents need to pay for these places <i>Your child must already be accessing the Core Day on the day you wish them to access Early Years After School Club.</i>	50 weeks

### How to apply

You apply to The Priory Witham Academy.

Your child will be entitled to universal early years funding the term after their 3<sup>rd</sup> birthday. This can be taken as either:

- 15 hours over 38 weeks

- 12 hours over 47.5 weeks

Free places for 30/24 hours for 3 year olds require additional funding. We cannot consider your application for the additional 15/12 hours until you have registered for this funding through the childcare choices website [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk) . You will need to show us proof through your eligibility number that you are entitled to this funding.

If a place is available and your child can be admitted using the criteria on page 6, then we will offer your child a place.

If we have no places available, we will place your child's name on a waiting list. Once your child is old enough to be admitted, we will offer any places to children on the waiting list using only the admission criteria. How long your child's name has been on the waiting list is not considered.

[end of page 5]

# Admission criteria

If there is a place available in the relevant age group when you apply, we will admit your child.

If no place is available in the relevant age group, we will place your child's name on a waiting list for that age group.

Your child's place on the waiting list depends only on the criteria below. It is not affected by the time on the list, and your child's name may go down the list as other children apply.

We will always accept a child with an education, health and care plan that names the Academy.

After that, the following criteria apply, in the order given below:

1. looked after children, or previously looked after children, sometimes referred to as children in public care.
2. children where recognised professional opinion, including medical reasons, shows that circumstances present a particularly strong case for taking in a child, and that opinion is accepted by the Academy.
3. **for two-year olds only** children who are entitled to early years funding for two-year-olds
4. siblings of pupils who are on the roll of the Academy at the time of the application
5. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application

*In the event of more applicants than places under criteria 3 to 5 above, children living nearest to the school have priority, using criterion 6.*

6. children who live nearest to the Academy as the crow flies from the Academy's main entrance to the post office address point of the child's home

*In the event that two or more applicants under criterion e live the same straight-line distance from the school, the place or places will be allocated at random by an independent person.*



## **2 year old funding**

You will qualify for 15 hours free early education for your 2 year old if you meet the following criteria:

- Income support
- Income - based Jobseekers Allowance
- Income - related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit or Working tax credit and have an annual gross household income below £16,190
- Child is looked after by the local authority
- Child has a statement of special educational needs/an education health and care plan or who attract Disability Living Allowance (DLA)
- Child has left care through a special guardianship order, child arrangement order or adoption order.

Please call the Family Information Service on Freephone 0800 195 1635 and one of their friendly team will help you apply, or you can complete an application form online at [www.lincolnshire.gov.uk/2yearolds](http://www.lincolnshire.gov.uk/2yearolds)

In order to complete the application you will need the following pieces of information:

- The child's date of birth
- The Parent, Carer or Guardian's National Insurance (NI) number or National Asylum Support Service (NASS) number
- The Parent, Carer or Guardian's date of birth
- The Parent, Carer or Guardian's surname.

## **3 and 4 year old funding**

All families in England are entitled to 15 hours free early education for a 3 or 4 year old child (a total of 570 hours per year).

To apply for 30 hours funding you, and any partner, must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage).

You can check your eligibility and apply for this through the HMRC Childcare Choices website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). You will need your National Insurance Number and your partner's National Insurance Number, or Unique Taxpayer Reference (UTR) if you are self-employed.

Once you have completed the application, Childcare Choices will provide you with an ID code which will clarify whether they are eligible for free childcare

You should then provide us with your ID code.

You will be required to re-confirm your eligibility every 3 months by revisiting the Childcare Choices website.

To apply for a place within our early years setting, you will be required to complete a Nursery Admission Enquiry Form which can be obtained from our Primary Reception.

We will also need to take a photocopy of your child's birth certificate. Evidence of any funding should also be provided at this time.

When a space becomes available within our setting, we will be in contact with you to arrange a home visit and confirm a start a date.

[end of page 8]