



Little Hayes and Speedwell Nursery Schools Federation



Allocation of places policy

History of most recent Policy Changes

Date	Page	Change
November 2021	1	Policies from all setting in the Federation amalgamated
November 2022	All Pages	Removed Early Birds as no longer part of the Federation
November 2022	3	Removal of option for paid places
November 2022	5	Separated process for allocation of 2-year-old spaces and 3-year-old places, for clarity
January 2026	All Pages	Updated with changes in funding entitlements, option of paying places, addition of appendix with eligibility flowcharts

Last review date: January 2026

Next review date: January 2027



Little Hayes and Speedwell Nursery Schools Federation



Allocation of places policy

Rationale

All children should have an equal opportunity to access Early Years provision. Parents/carers need to be aware of the priorities and criteria for admission and the procedure for the allocation of places needs to be clearly understood by all.

Aims

- To ensure a fair and consistent process in the allocation of places.
- To ensure that families are able to express their needs and the needs of their children.
- To uphold equal opportunities whilst also maintaining a balance in which all children may benefit and thrive.
- To reflect Bristol City Council policy on Early Years Education and the allocation of places, whilst mindful of current research on best practice for Nursery aged children.

Offer

Little Hayes Nursery School provides 15-hour places for 2, 3- and 4-year-olds for up to 130 children, Monday to Friday, term time only.

Speedwell Nursery School provides 15-hour places for 2, 3- and 4-year-olds for up to 130 children, Monday to Friday, term time only.

Two-year-old places are allocated to families who meet the Eligible Two-year-old or Working Families funding criteria. 15-hour places for 3–4-year-olds is a universal offer. A limited number of 30-hour places are available for 3-4-year-olds whose family meet the Working Families criteria.



General guidance about applying

- Eligible Two-Year-Olds can start nursery from the term after their second birthday, if a place is available. 3- and 4-Year-olds can start from the term after their 3rd birthday, if a place is available.

Children born between:

- 1st Sept – 31st Dec can start their settling in from 1st Jan.
 - 1st Jan – 31st Mar can start their settling in from 1st April.
 - 1st Apr – 31st Aug can start their settling in from 1st Sept.
- When a parent/carer enquires about a place for a child in the Nursery they will be invited to visit the setting. A member of staff will be available to show them around and answer any questions. Parents/Carers will then be able to complete an application form.
 - All application forms will be held on our database according to the child's eligible start date.
 - Places are offered for 2-, 3- and 4-Year-olds in accordance with their eligible start date.
 - All parents will be offered a home or nursery visit prior to the child's start date, and given a new starters pack, including a settling in plan.
 - Parents must be available to stay with their child/children for at least their first 3 days/sessions.
 - All children's original birth certificates or passport will need to be provided and a copy taken.
 - No places will be held vacant for children (in need or otherwise) who might apply for places during the school year.
 - In the event of more applicants than places available, an admissions panel will meet to ensure a fair and transparent process in the allocation and offer of places at either of our settings. This panel will include the Head Teacher (or Deputy Head Teacher) and Federation Lead for 2 Yr Olds.
 - Appeals by parents will be heard by the Head teacher and at least one governor.

Please see the section below 'Admission Priorities' for further details.

Eligible 2-Year-Old Places (See Appendix for flowchart)

- Parents/Carers of children wishing to access a Free Early Education place for their 2-year-old can check their eligibility at www.bristol.gov.uk/earlyyears. Once Bristol City Council confirms eligibility, parents can contact the preferred nursery school to arrange a visit. If no place is available at that time the child will be added to the waiting list.
- Bristol City Council is responsible for administering applications for Free Early



Education 2-year-old places. All completed applications will be sent directly to the Early Years' Service.

Universal 3 and 4-Year-Old Places

- Children aged 3 or 4 years are eligible for Universal Free Hours of 15 hours per week, term time only, from the term after their third birthday.

30 Hours Working Families Places

- The nurseries offer a limited number of 30-hour places.
- Children who are 2, 3- and 4-year-olds from working families may be eligible for a total of 30 free hours per week, term time only.
- Parents/Carers can check their eligibility by visiting www.childcarechoices.gov.uk and applying online with HMRC or by calling 0300 1234 097. Successful families will be issued an 11-digit code by HMRC (which usually starts with a 500...).
- Parents must present the 30 hours code to the school as a condition of accepting a 30-hr place. Without a valid code the offer will revert to the 15 hrs FEEE entitlement
- No extended hours will be offered without a valid code. Codes are not needed if the child is only accessing their Universal Free Hours (i.e., their first 15 free hours per week).
- Parents will be prompted every 3 months by HMRC to reconfirm their details. They will be prompted by HMRC by email or text 4 weeks before, then again, 2 weeks before if they have not reconfirmed. If parents miss this deadline, their code will become invalid and the 'grace period' will come into effect.
- The grace period is a short period of time after a 30 hours' code becomes invalid where the child can still claim Extended free hours. If a code has been issued and has already fallen into the grace period before the school makes the first claim, the parent will not be permitted to claim Extended free hours and will be asked to reconfirm their code with HMRC.
- If a family no longer meets the criteria for 30 hours free childcare and the grace period has expired, the child will return to only accessing their 15 Universal free hours. We will discuss session changes with families should this happen.

Allocation of Places for 3-4-year-olds

- Offer letters are sent out early in the summer term. The majority of children will start in the September following their third birthday.
- If there are further places available, they will be available in January for children who have reached their third birthday before December 31st, offers of places will be sent out in early November.
- If there are any remaining spaces, or if spaces become available, they will begin in



April. Offers of places will be sent out at the end of February.

- Places may be offered mid-term to children who are already eligible for FEEE if the conditions in the Nursery School enable this to take place (e.g., staffing ratios, whether existing groups of children are fully settled).

Allocation of Places for 2-year-olds

- Parents/ carers will apply for an eligible 2-year-old place (at www.bristol.gov.uk/earlyyears) and receive confirmation.
- Nursery staff will receive notification from BCC Portal and contact parents/carers to arrange a visit to the setting and gather information via an application form.
- Parents/ carers can also contact the nursery to arrange a show round and complete an application form to be placed on the waiting list.
- The admissions panel will meet termly and allocate any vacant places. They will offer places, informing parent/carers of the settling in plan and start date.

Admissions Priorities

If there are more children than places available, places will be allocated in the following order of priority:

1. Children with Social Care involvement i.e.- Looked after children, children under a Child Protection Plan or Children in need
2. Children with an Education, Health and Care Plan.
3. Children no longer in care, who have been adopted or are unable to return home, e.g., children with a Special Guardianship Order or Child Arrangement Order.
4. Children of Gypsy, Roma and Traveller families
5. Children who are siblings of current pupils (defined as brother, sister, ... adopted, looked after children or same family home half brothers and sisters living in the same family home.
6. All other children will be offered places in the order of receipt of their completed application forms.

Definitions of terms

Looked After Children

Section 22 Children Act 1989 states the general duty of the Local Authority in relation to children looked after by them.

Children who are in the care of the Local Authority or who are provided with accommodation (for a continuous period of more than 24 hours) pursuant to any functions of a social care authority are “looked after” by the authority. Section 22(3) imposes the duty on a Local



Authority looking after a child to safeguard and promote her/his welfare and to make such use of services available for children cared for by their parents as appears to the authority to be reasonable in her/his case.

Children in Need

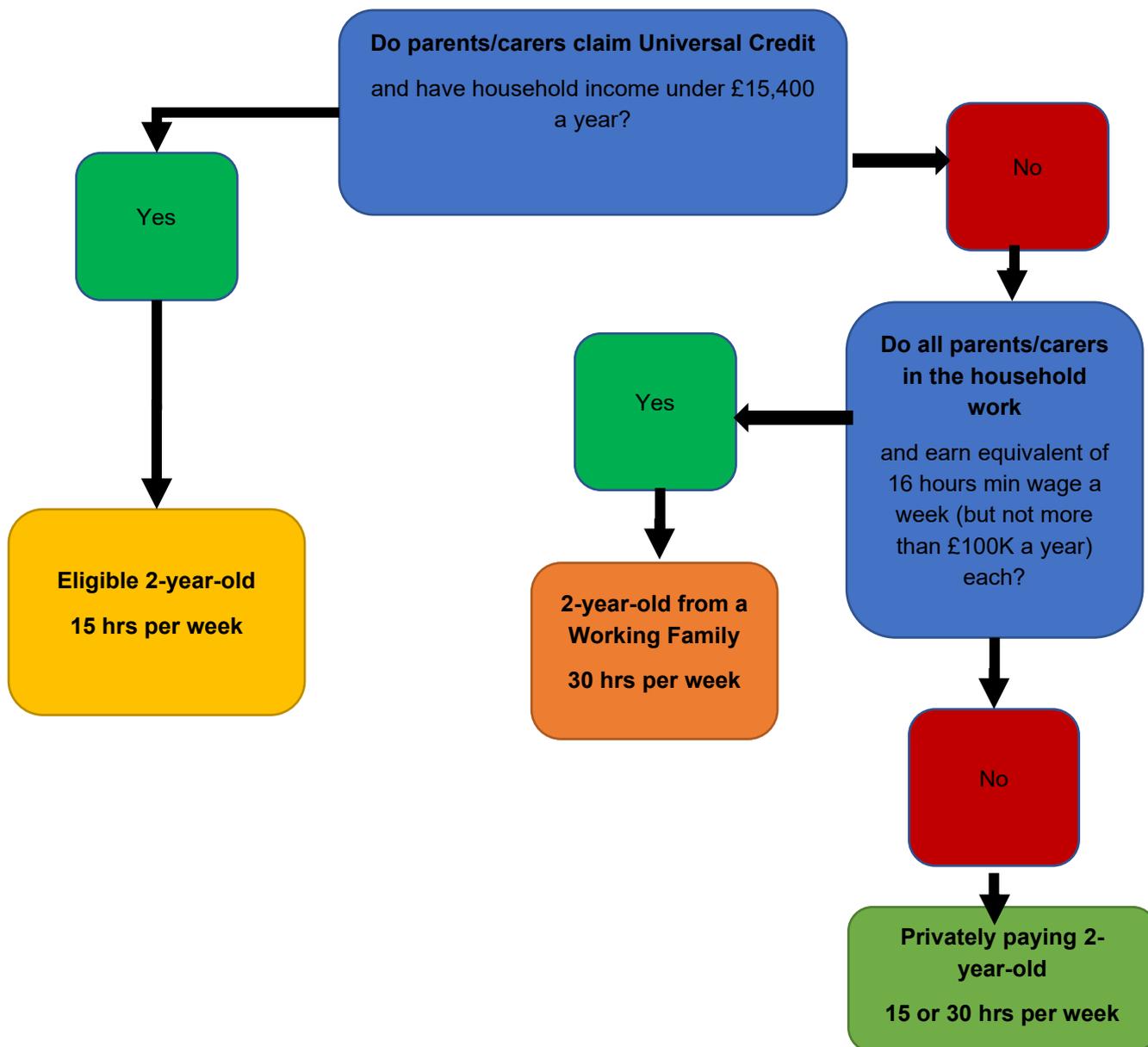
The term “Children in Need” is defined in the Children Act 1989 and these children are identified as:

- Those referred by Social Care with particular reference to those considered to be at risk in terms of child abuse. High priority should be given to consider full time places for any child on a Child Protection Plan if appropriate.

Appendix

2-Year-Old Places

Flowchart to determine the type of 2-year-old for funding purposes



Applying for a place

We always recommend a visit to the nursery to look around and complete an application form. To book your visit please call us on;

Speedwell 0117 9030329 or Little Hayes 0117 9030405

Eligible 2-year olds (15 hrs) need to apply online www.bristol.gov.uk/freeplacefortwos

2-year olds from working families (30 hrs) need to apply online www.childcarechoices.gov.uk

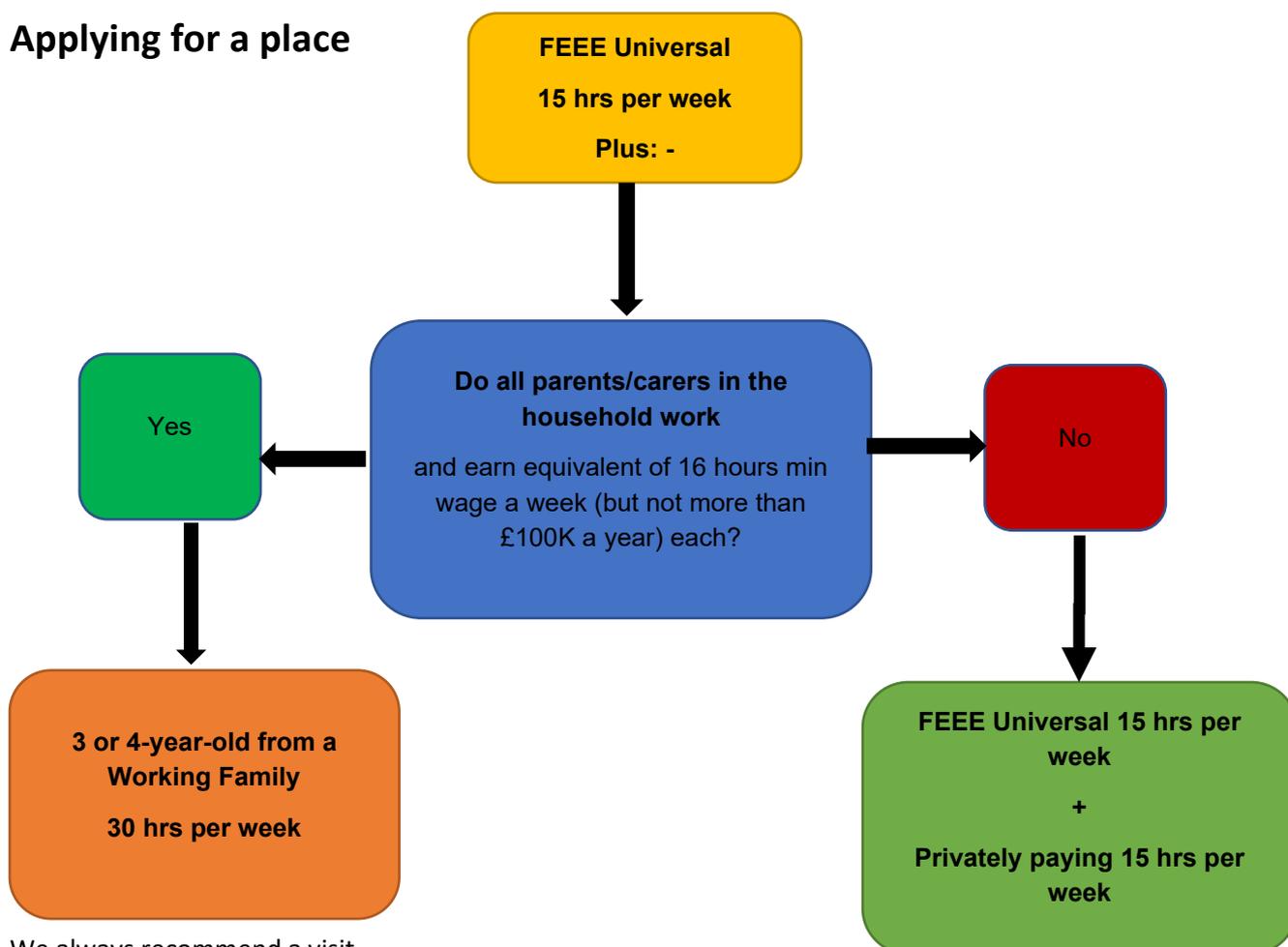
If you would like support with making an application, staff in the nursery can help with this.

Once you have applied we will follow our Admissions and Allocation of Spaces Policy and contact you.

3-4-Year-Old Places

Flowchart to determine the type of 3-4-year-old for funding purposes

Applying for a place



We always recommend a visit to the nursery to look around and complete an application form. To book your visit please call us on; Speedwell 0117 9030329 or Little Hayes 0117 9030405

Alternatively, you can download and complete a Nursery Application Form Available Here; <https://littlehayesandspeedwellnurseryschools.co.uk/apply/3-4-year-olds/>

And email it to us.

If you think you may be eligible for 30 hrs per week please go to;

<https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/working-families/>

If you would like support with making an application, staff in the nursery can help with this.

Once you have applied we will follow our Admissions and Allocation of Spaces Policy and contact you.