

Admissions Policy

Aim

The aim of Windsor Centre for Children and Families is to ensure that our service is accessible to all children and families in the area, in line with our policies on equality of opportunity.

All parents/ carers will be welcomed and shown around the setting. There will be opportunities to ask questions and to share information about the setting and its philosophy, values and vision.

Provision

The setting provides:

- Nursery education for 3 & 4 year old children
- Terrific for 2's

Nursery Education (3-4's)

All 3 and 4 year olds are entitled to receive free part time nursery education during school term time. Children are normally admitted to the nursery school in the term following their third birthday in date of birth order. Length of time on the waiting list does not govern admission.

If there are more children than there are places available, applications will be considered in accordance with the following criteria:-

- 'Looked after' children in the care of the Local Authority
- Children placed on the Child Protection register
- Children identified as a 'Child in Need'
- Children with special educational needs or disabilities
- A child with a sibling already attending the setting
- When places become available mid school year (eg January or April) these will be offered to current Terrific for 2's at Windsor whose funding comes to an end (who have reached their 3rd birthday) in order to provide continuity for these children and families.

Parents/carers will be offered a place by letter and must confirm their acceptance by the designated date (usually two weeks).

The admission arrangements for the 3&4yr old children are managed by the Deputy for Teaching and Learning.

Terrific for Two's (2's – 3's)

15 hours free childcare during term-time is available for 2 year old if parents claim one of the following benefits:

- Income Support
- Income-related Employment and Support Allowance
- Income-based Jobseekers Allowance
- Child Tax credit (but not Working Tax Credit)- with income less than £16,190
- guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act 1999
- Working Tax Credit 4-week run on
- two-year-olds who are looked after by their local authority - if they have left care through special guardianship or through an adoption or residence order

How to claim Terrific for Twos

Parents can claim for 15 hours free childcare by applying online at www.wolverhampton.gov.uk/terrificfortwos. Wolverhampton city council will then provide confirmation to the parent of eligibility. Parents can then bring this evidence to Windsor. The centre will inform the parent when a place becomes available. Places at Windsor within the terrific for two's are offered term time only from January 2016.

If there are more children eligible for a place than there are places available applications will be considered in accordance with the following criteria:-

- 'Looked after' children in the care of the Local Authority
- Children placed on the Child Protection register
- Children identified as a 'Child in Need'
- Children with special educational needs or disabilities
- A child with a sibling already attending the setting

The admission arrangements for the Terrific for Two's children is managed by the Childcare Coordinator.

When funding ceases for children within the Terrific for Two's the centre will endeavour to offer 3-4's nursery places at Windsor for continuity however this will be dependent on demand and should the nursery be oversubscribed the normal criteria will be applied to allocate places.

Staff members are strongly encouraged to consider alternative provision for their children. In exceptional circumstances places for children of staff employed within the centre will be considered within the criteria above. The staff member will be required to meet with the Head of Centre before any place is offered to discuss the implications on his/her role with the centre, the team and their child.

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