



City of
Stoke-on-Trent

Admission to a Stoke-on-Trent

Nursery

Class or School 2019-2020



Apply on-line for school places stoke.gov.uk/admissions

Free Early Years Education for three and four-year-old children in private, voluntary and independent childcare settings

All three and four-year-old children are entitled to access free early years education before they reach compulsory school age. Early education helps your child to develop and learn new skills through play and learning. It also supports parents to achieve a better work life balance. In addition, some two year olds are also eligible for free childcare and early education.

Every three and four-year-old child is entitled to receive **570 hours** of early years provision over a minimum of 38 weeks of the year (**570 hours ÷ 38 weeks = 15 hours per week**). Many childcare providers offer a 'stretched' entitlement, meaning that you can receive fewer hours per week over more weeks of the year (**570 hours ÷ 51 weeks = 11 hours per week**).

From September 2017 working parents of three and four-year-olds became eligible for an additional 15 hours a week. This is on top of the current universal entitlement of 15 hours a week of free early education for all three and four-year-olds and is available the term after application. Eligibility for the additional hours will be determined by Her Majesty's Revenue & Customs (HMRC). Parents can apply for the additional 15 hours at www.childcarechoices.gov.uk

Please note that in Stoke-on-Trent, some schools/nursery schools provide 30 hours free early education for all children. Please contact the schools directly before making your application to check their current offer.

For more information, including a list of childcare settings that offer free early years education, please visit www.stoke.gov.uk/beststart or earlyyearsbusiness@stoke.gov.uk or contact **01782 232200 (option 1)**.

If your child was born between...	They will become eligible for early education from...
1 January – 31 March	The Summer Term after their 3rd birthday (the term starting after 1 April)
1 April – 31 August	The Autumn Term after their 3rd birthday (the term starting after 1 September)
1 September - 31 December	The Spring Term after their 3rd birthday (the term starting after 1 January)

Please note:

In some cases, it may be possible for your child to attend a school or academy for their universal 15 hours and use their extended 15 hours to access wraparound care (provided by the school or a private, voluntary or independent provider). You should discuss this with the school or academy before making your application.

Early Years Provision at Nursery Class or School

All nursery classes and schools have their own individual early years 'offer'. It is important that you find out what the current offer is before submitting your application. All schools will offer a minimum of 15 hours per week for free, with some offering 30 hours free.

All three and four-year-olds with 'working parents' who meet the eligibility criteria, are entitled to 30 hours free provision. Parents should check eligibility and apply at www.childcarechoices.gov.uk To be eligible for 30 hours free child care from 30 September 2019 parents must apply before 31 August 2019. You must also reconfirm your code every 3 months to remain eligible.

Please note that your child's birth certificate **must** be provided, upon request, to confirm eligibility. Applications can be made for a place at nursery class or school starting in September 2018 for children born between 1 September 2014 and 31 August 2015.

You should express a preference for three schools on the form. These should be listed in order of preference. It is most important that you include all of your preferences at this stage, as some schools will have more applications than they can take. Where we are unable to meet your preference, we will try to offer your next preferred school. Naming the same school more than once on an application form does not increase the chances of being successful. Instead, it will reduce your opportunity to secure a place at a second or third preference.

If you have nominated a preference for a Catholic or Church of England (Aided) Primary School and are seeking a faith based place, please be aware that these schools have separate admissions criteria and you will need to provide further information. Please contact the school for a copy of their policy and details of the information which is required.

Please note that reception class admissions are entirely separate from nursery class admissions. Attending a nursery class does not guarantee your child a place in that school's reception class.

The most efficient way to apply for a place is online at: stoke.gov.uk/admissions Alternatively, application forms can be returned to your first preference nursery class/school on or before **MONDAY 3 DECEMBER 2018**.

Applications received after the closing date will be considered individually.

Notifications of offers of a place will be sent by **22 May 2019**.

The allocated nursery will need to see your child's birth certificate.

**If you need help please call:
01782 234598**

**Deadline for
applications
WEDNESDAY
31 JANUARY
2019**

**Applications
open on
MONDAY
3 DECEMBER
2018**

Nursery Criteria

The following criteria will be used if there are more children wanting to go to a Local Authority maintained nursery than there are places available. These were revised in 2013 in response to parental concerns at being able to access local school places and to bring the criteria more into line with those used to allocate reception class places.

Pupils with an Education, Health and Care Plan, naming a particular nursery setting, will get preference over all other applicants for that school and will count towards the admissions number.

Where there are more applications for a nursery setting than there are places, the following priorities will be used in order to allocate places:

1. Looked after children or previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment area of the school.
4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
5. Children who live nearest to the school as determined by a straight line measurement from the child's home address point** to the main entrance of the school.

Once the class is full, a waiting list will be kept, ranked using the criteria above.

Academy schools that have their own nursery classes will have their own admissions policies. These can be viewed in the primary prospectus.

** The child's home address point is used to determine the catchment for that property

Nursery places will be given firstly to children living in Stoke-on-Trent. Only when these children have a place will children living outside the city be considered.

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

Apply on-line for school places at stoke.gov.uk/admissions

Or contact us at
**Admission and Transport Team,
Children and Family Services
Floor 2, Civic Centre, Glebe Street,
Stoke-on-Trent, ST4 1HH**

T: 01782 234598

E: admissions@stoke.gov.uk

