



City of
Stoke-on-Trent

Admission to a Stoke-on-Trent

Nursery

Class or School 2017-2018



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 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 ÷ 48 weeks = 12 hours per week**).

Please note that statutory guidance for local authorities in relation to early education and childcare is changing in line with the Childcare Act 2016. From September 2017, working parents of three and four-year-olds will be eligible for an additional 15 hours a week. This will be on top of the current universal entitlement of 15 hours a week of free early education for all three and four year olds. Eligibility for the additional hours will be determined by Her Majesty's Revenue & Customs (HMRC).

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 child care settings that offer free early years education, eligibility for the additional 15 hours following changes to the Childcare Act 2016 and other useful information and advice for families, please visit www.stoke.gov.uk/beststart or cw@stoke.gov.uk or contact **01782 232200**.

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:

If your child attends a maintained nursery or a nursery class attached to a school, they are already benefiting from Early Years provision and can't claim funding from other providers.

Early Years Provision at Nursery Class or School

Applications can be made for a place at nursery class or school starting in September 2017 for children born between 1 September 2013 and 31 August 2014.

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, please be aware that these schools have separate admissions criteria and you will need to provide further information. Proof of baptism **MUST** be provided. 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 31 January 2017**.

Applications received after the closing date will be considered individually.

Notifications of offers of a place will be sent by 20 May 2017.
The allocated nursery will need to see your child's birth certificate.

If you need help please call: 01782 234598



Applications
open on
**MONDAY 31
OCTOBER
2016**



Deadline for
applications
**MONDAY 31
JANUARY
2017**



Nursery Criteria

The following criteria will be used if there are more children wanting to go to 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.

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

