

BEYA Admissions Policy

Barnet Early Years Alliance (BEYA) is a Federation of three Nursery schools – Brookhill, Hampden Way, and St Margaret's Nursery School. We provide care and education for children aged 2-5 years. In addition, Brookhill Nursery has a baby room, accepting children from 6 months old. BEYA is committed to providing a fair and open admissions system.

Children usually start Nursery at the beginning of a school term, in September, January or April. We will also accept children throughout the year, if spaces are available.

Admission Criteria

If we receive more applications than spaces available for the Nursery School Provision, then we apply the following admissions criteria below in number order (with highest priority being given to criterion 1 and so on).:

1. **Children with Special Education Needs identified through an EHCP** which names the school will be admitted in accordance with section 324 of the Education Act 1996.
2. **Children who are Looked After by a Local Authority** or were previously Looked After but immediately after being Looked After became subject to an adoption, residence or Special Guardianship Order. Looked After children mean children who are in care of a Local Authority in accordance with section 22 Children Act 1989.
3. **Children who the Local Authority accepts have an exceptional medical or social need for a place at one specific school.** Applicants will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specific nursery school is the only setting that can meet the defined needs of the child.
4. **A. Siblings / B. Children of staff at BEYA** **A.** Children with a brother or sister currently on roll at BEYA. This category includes foster brothers and sisters, half-brothers and half-sisters or stepbrothers and stepsisters. They must also be living in the same address as the applicant. In the case of a child who is in shared custody, we will use the address where the child is normally resident from Monday – Friday. **B.** Children whose parent/grandparent is a member of staff at the school.
5. **Provision requested:** To maximise our occupancy and the viability of our schools, priority will be given to parents requesting full time provision.

The school reserves the right to remove places that have been offered, or have been taken up, if it is found that a family has provided false information in their application. This includes their eligibility for 30 hours free entitlement.

Admission to our Under Twos provision (Baby room at Brookhill)

Age eligibility: Children can attend from 6 months of age.

Application dates: Parents can apply for a place when their child is born.

Notification: Parents will be notified by email one term in advance of availability.

Start dates: Children can start nursery at any point in the year after they turn 6 months, subject to availability.

Free childcare availability

Working families: From September 2024, working parents may be eligible for free childcare from the term after their child is 9 months old. This will be 15 hours, increasing to 30 hours from September 2025.

15 hours can be taken 8.30am-11.30am or 12.30-3.30 Monday to Friday, term time only.

If your child turns 9 months between	Your child can start from
1 st September- 31 st December	Spring Term (January)
1 st January -31 st March	Summer Term (April)
1 st April-31 st August	Autumn Term (September)

Eligible parents/carers will be able to claim the free Early Education entitlement if they meet the following criteria:

- Both parents are working (or the sole parent is working in a lone parent family)
- Each parent earns on average the equivalent of 16 hours per week at the national minimum wage
- Each parent must have an annual income of **less** than £100,000.

The 30 hours free Early Education entitlement is available **term time only** between the hours of 9.00-am – 3.00pm. Provision required outside of these times and during school holidays will be charged for.

Admission to our 2-year-old provision (Ruby Room)

Age eligibility: Children can attend from 2 years of age.

Application dates: Parents can apply for a place when their child is born.

Notification: Parents will be notified one term in advance of availability.

Start dates: Children can start nursery at any point in the year after they turn 2, subject to availability.

Free childcare availability

Free entitlement (FEE2): From the term after their 2nd birthday, families can access 15 hours free early education if they receive one of the following:

Criteria A:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Criteria B:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance
- they've left care under a special guardianship order, child arrangements order or adoption order

Working families (WF): From the term after their 2nd birthday, children of working families are able to access 15 hours free early education if they meet the following criteria, increasing to 30 hours from September 2025:

- Both parents are working (or the sole parent is working in a lone parent family)
- Each parent earns on average the equivalent of 16 hours per week at the national minimum wage
- Each parent must have an annual income of **less** than £100,000

If your child turns 2 years old between	Your child can start from
1 st September- 31 st December	Spring Term (January)
1 st January -31 st March	Summer Term (April)
1 st April-31 st August	Autumn Term (September)

15 hours are taken over 5 mornings 8.30-11.30am or 5 afternoons 12.30-3.30pm, term time only.

30 Hour Free Provision: The 30 hours free working families entitlement is available **term time only** between the hours of 9.00-am – 3.00pm. Provision required outside of this times and during school holidays will be charged for.

Admission to nursery for three and four year olds

Age eligibility: Children can attend from 3 years of age.

Application dates: Parents can apply for a place when their child is born.

Notification: Parents will be notified one term in advance of availability.

Start dates: Children can start nursery at any point in the year after they turn 3, subject to availability.

Free childcare availability

Universal entitlement: ALL 3 and 4-year-olds are entitled to 15 hours free entitlement a week, for 38 weeks of the year, from the term after they turn 3.

15 Hour Free Provision: 15 hours are taken over 5 mornings 8.30-11.30 or 5 afternoons 12.30-3.30pm, term time only.

If your child turns 3 years old between	Your child can start from
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1 st September- 31 st December	Spring Term (January)
1 st January -31 st March	Summer Term (April)
1 st April-31 st August	Autumn Term (September)

Working Families: From the term after their 3rd birthday children of working families may be entitled to 30 hours free early education. The following criteria applies:

- Must be working a minimum of 16 hours per week
- Must be earning the equivalent of 16 hours per week at the national minimum wage
- Each parent must have an annual income of **less** than £100,000

30 Hour Free Provision: The 30 hours free working families entitlement is available **term time only** between the hours of 9.00-am – 3.00pm. Provision required outside of this times and during school holidays will be charged for.

Holiday Provision

Our Holiday provision operates at Brookhill Nursery School. Children from across the federation can attend. Parents can request a place in our holiday provision on admission to the school. We can also accept requests for places up to 10 working days before the holiday begins.

Securing a place and making changes to your contract

Offers of places will be sent by email to the parent/carers using the email address provided on the application. Parents/carers must accept the offer within 7 calendar days of the date of the offer email. If no response is received, the nursery will make a maximum of two further attempts to contact the parent/carers during this period. If the offer is not accepted within the 7-day period, it will be deemed to have been declined and the offer will be withdrawn. The place will then be offered to another child in accordance with the nursery's admissions criteria.

Following acceptance of an offer of a fee paying place, parents/carers are required to complete and sign a contract confirming their child's agreed days of attendance within 14 days of accepting the offer.

Where a child is accessing the 30 Hours Free Childcare entitlement, parents/carers must provide a valid 30 hour eligibility code. The code must be successfully validated by the end of the current term in order to secure the child's place for the following term. Parents/carers are responsible for reconfirming their eligibility with HMRC every three months in accordance with Government requirements.

Approved: Autumn 26

Review: Autumn 27

Failure to complete and return the required contract and/or provide a valid 30 hour eligibility code (where applicable) within the required timescales will result in the nursery reserving the right to withdraw the place.

Any changes to the contractual days or cancellation of the contract must be agreed in writing. We require a minimum of one month's notice.

If your child is unwell or cannot attend nursery, you will still be required to pay the full amount for their place.

Once contracted days have been agreed, we are unable to swap or exchange them. Additional days may be booked on an ad hoc basis, subject to availability, and will be charged at the applicable daily rate.

Fees and Payment

All fees are paid via the online system School Money

- Additional days purchased will be charged at the full daily rate. ([Fees](#) are available on the school website).
- For families to take advantage of tax benefits, many employers have set up arrangements with childcare voucher companies. Families should note that there is a time delay in our bank receiving the voucher credits and therefore your monthly invoices may not always reflect these amounts.
- The governing body review fees regularly and families are given at least three months notice if fees are due to rise. Fees normally increase with inflation and also taking into consideration staff salaries and increases to costs such as consumables and utility bills.

Late payments and Arrears

We encourage you to let us know, in writing, if you have trouble in making payments for fees as we are keen to avoid a situation where arrears begin to accumulate. Failure to pay fees could result in your child losing their place.

Bank Holidays and Other Closure Days

We do not charge for bank holidays or our set annual closures. Please refer to our school term dates, available on our website for closure dates.

Appeals

If your child is not offered a place at the school and you believe that the admissions policy has not been applied correctly, you are entitled to appeal the decision. If you wish to appeal the decision you should write to the Business Manager, atheodoulou@beya.org.uk setting out the reasons why you believe your child should have been offered a place. Emails must be received no later than 10 working days after the date of the original rejection letter. The Admissions team will consider your case and will aim to respond to you in writing within 10 working days, under the supervision of the headteacher.

If you are not satisfied with the response from the admissions team, you can contact the Headteacher directly, kbrooker@beya.org.uk explaining the grounds on which you wish to appeal within 10 working days of the date of the response from the Admissions team. The Headteacher will investigate your appeal, reviewing the decision of the Admissions team and will aim to respond to you in writing within 10 working days.

If you are still not satisfied with the response of the Headteacher you may write to the Chair of Governors Elen Griffiths egriffiths37.302@lgflmail.org to ask for a referral of your appeal to a Governors' Appeals Panel within 10 working days of the response from the Headteacher. The Governors' Appeals Panel consists of a group of three governors who will have had no previous involvement in that year's admissions process. They will consider your appeal and respond to you in writing within 10 working days of making their decision. The decision of the Governors' Appeal Panel will be final.

Financial Help

You can find information about paying for childcare and tax credits that maybe available to you by visiting the websites below.

Schemes are available in England, Wales, Scotland and Northern Ireland. Find out what help you can get towards childcare costs and compare your options.

www.gov.uk/childcare-calculator

<https://helpforhouseholds.campaign.gov.uk/help-with-childcare-costs/>

<https://www.gov.uk/tax-free-childcare>

<https://www.childcarechoices.gov.uk/>

<https://www.gov.uk/help-with-childcare-costs/support-while-you-study>

To see if your child qualifies for free early education please visit

www.childcarechoices.gov.uk