



SPRINGWOOD PRIMARY ACADEMY FS1 ADMISSION POLICY

PHASE	JUNIOR
POLICY LEAD	MRS BEKI MALTON
DATE OF RECEIPT BY LOCAL GOVERNING BODY	DECEMBER 2025
FREQUENCY DATE	BI-ANNUALLY
NEXT REVIEW DATE	OCTOBER 2027

Core Values and vision of the Academy

Our core Values - P.R.I.D.E (Positive. Respectful. Independent. Determined. Empathetic)

Our vision is that all pupils will become Readers for Life, Aspirational, Responsible Citizens (Key Drivers of the Academy) and have PRIDE in themselves, each other and their community (Core Values of the Academy).

Our core values are embedded within the vision of the Academy – we want all of our pupils to develop in to readers for life, become aspirational, responsible citizens and have PRIDE in themselves, each other and their community. As an Academy, we are passionate that all pupils should develop these skills in order to become successful, happy and confident young people ready to excel as adults.

Aims

- The aim of this policy is to set out the academy's admission criteria for places in Foundation Stage 0 and Foundation Stage 1 (FS0 and FS1).
- The Principal will ensure the procedures set out in this policy are adhered to when allocating places (either part-time or full-time) to children in FS0 and FS1.

Admission Criteria

- Any parent/carer can apply for a place for their 2-3 year old child in FS0 or their 3-4 year old child in FS1 – we are an inclusive academy.
- The FS0 provision has 16 full-time equivalent places; the FS1 provision has 24 full-time equivalent places. Both part-time (up to 15 hours) and full-time (up to 30 hours) places are available.
- Should the FS0 and/or FS1 provision reach full capacity, further admissions will be kept on a waiting list. At this point, only children who live within the Springwood catchment area, as defined by Rotherham Metropolitan Borough Council (RMBC) Admissions will be offered a place.
- When at full-capacity, children on a waiting list will be admitted starting with the eldest child/ren first.
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Funded and paid places for FS0

- We provide funded places in FS0 (for those entitled to this funding – this must be accessed by the parent/carer) plus paid places.
- Parents can register their child for a FS0 place from birth by completing the 'Expression of Interest' form which should be returned to the academy office or by emailing info@springwoodacademy.org providing the required information. A member of the Foundations team will then contact the parent/carer the term their child turns 2 years old.
- Children can start in FS0 the term after they are 2 years old. The Foundations@Springwood staff will liaise with parents/carers to identify the most suitable attendance pattern at that time. This will depend on the number of children already on roll.
- Parents/carers must complete all the necessary paperwork prior to their child starting in FS0. This will include emergency contact numbers/medical information and various

permission confirmations. Parents will also be asked to bring proof of the child's date of birth through sight of either the child's birth certificate or passport.

- On a termly basis, parents/carers will be asked to agree their child's attendance pattern for the following term and sign a written contract.

Free Universal Entitlement for FS1

15 hours per week, term time only

- All children are entitled to free nursery places the term after their third birthday. All children are entitled to 15 hours of provision which is funded through RMBC.
- Parents can register their child for a FS1 place from birth by completing the 'Expression of Interest' form which should be returned to the academy office or by emailing info@springwoodacademy.org providing the required information. A member of the Foundations team will then contact the parent/carer the term their child turns 3 years old.
- Children can start in FS1 the term after they are 3 years old. The FS1 staff will liaise with parents/carers to identify the most suitable attendance pattern at that time. This will depend on the number of children already on roll and will be subject to the 15 hour offer at that time (e.g. morning or afternoon sessions or full days if the nursery is not full).
- Parents/carers must complete all the necessary paperwork prior to their child starting in FS1. This will include emergency contact numbers/medical information and various permission confirmations. Parents will also be asked to bring proof of the child's date of birth through sight of either the child's birth certificate or passport.
- On a termly basis, parents/carers will be asked to agree their child's attendance pattern for the following term and sign a written contract.

Funded Extended Entitlement

30 hours per week, term time only for families who meet the eligibility criteria. The eligibility criteria for a funded 30hr place is:

- Children will be aged 2, 3 or 4.
- Both parents/carers must be working – or the sole parent is working in a single parent family.
- Each parent/carer earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent/carer must have an annual income of less than £100,000.
- One/both parent(s)/carer(s) is away on leave (parental, maternal etc.) or one/both parent(s)/carer(s) is on statutory sick pay.
- Parents/carers on zero-hours contracts will be eligible, as are those who are registered as self-employed.
- One parent/carer is employed and the other parent has either:
 - Substantial caring responsibilities and/or disability.
 - Is a foster carer with their own three-and four-year-old children.
- Parents/carers can check their eligibility at:
<https://childcare-support.tax.service.gov.uk/par/app/applynow>.

- Parents/carers can apply by visiting: <https://www.childcarechoices.gov.uk/>. Parents/carers are advised to apply for the 30 hour code at least one term before their child turns 2.
- Parents/carers who are eligible will receive an 11-digit code which the Foundations staff will need to check before a 30 hour FS1 place can be confirmed.
- The 30 hour offer at Springwood Junior Academy is available from 8.45am-2.45pm Monday to Friday, term-time only.
- Parents/carers must complete all the necessary paperwork prior to their child starting in FS0/1. This will include emergency contact numbers/medical information and various permission confirmations. Parents will also be asked to bring proof of the child's date of birth through sight of either the child's birth certificate or passport.
- On a termly basis, parents/carers will be asked to agree their child's attendance pattern for the following term and sign a written contract.

Purchasing Additional Hours

If a parent/carer is not eligible for 30 hour funding, but would like the option to purchase additional hours to the 15 hours which are funded for free, dependent on the number of pupils on roll and the number of bookings each day, there may be the option to purchase additional hours. Parents/carers wishing to do this should liaise with the Foundations staff to book additional hours no later than the week before they are required. Additional hours are charged at £12 per 3-hour session, or £24 for the full day (8.45-2.45pm).

Invoicing

- Parents/carers will receive an invoice for any hours purchased on a monthly basis.
- Payments must be made within 14 days of the date of the invoice.
- Non-payment of hours may result in the child losing their place within FS0 or FS1.
- Non-payment of additional hours will result in a parent/carer losing the opportunity to book additional hours for future weeks.

Notice Period

- Should a parent/carer need to transfer their child to a different FS0 or FS1 setting, we require 4 weeks' notice.
- Should parents transfer setting before the end of the notice period, the academy will still claim the 15/30 hour funding entitlement from the Local Authority and will make the new setting aware of this.

Bank Holidays

- Bank holidays are not funded by RMBC.
- If the free entitlement falls on a bank holiday, we will not be able to swap the day missed to an alternative day in the week.