



## **Early Years Admissions**

Ormiston South Parade Academy (OSPA) deliver an Early Years provision for pupils aged 2 onwards. Our Early Years Provision is run as a pre-school and nursery. Places offered are delivered under the Government Early Education funding and we do not offer a pay as you go facility.

We admit pupils at the beginning of each term in an academic year (September, January, April).

### **IMPORTANT INFORMATION**

Your child does not automatically get allocated a place in the OSPA Reception class if they attend our Early Years provision. This **must** be applied for via the Local Authority in the normal way. Please see our Admission Policy for details on how to apply.

## **Admissions to Pre-School**

Children can be admitted in to OSPA's Pre-School the term after the child's 2<sup>nd</sup> birthday. Children will be admitted in to Pre-School if they are in receipt of 'Early Education Funding for 2 Year Olds', or if you hold a valid 15/30 hour 'Flexible Free Entitlement' code.

We run 2 sessions per day, morning or afternoon for children in receipt of 15 hours funding. These are Monday to Friday during the school term. In addition to this, if your child is eligible for the 30 hour Flexible Free Entitlement, they can access a full time place in our Pre-School.

### **When can you apply for funding?**

- A child born on or between **1st April and 31st August** can apply for two year old funding from **1st April** and access a place from **1st September**.
- A child born on or between **1st September and 31st December** can apply for two year old funding from **1st September** and access a place from **1st January**.
- A child born on or between **1st January and 31st March** can apply for two year old funding from **1st January** and access a place from **1st April**.

### **How to apply: -**

- Visit the North East Lincolnshire Council website to check eligibility  
<https://www.nelincs.gov.uk/children-and-families/childcare-funding/two-year-old-funding/>
- Once you are in receipt of a funding code, contact the OSPA office to complete an admissions form
- Places are offered on a first come first served basis
- If a space is available, your child will be offered either a morning or afternoon place. We will try to accommodate parental preference, where possible, however, this may not always be something that we can do
- If no places are available, your child will be placed on a waiting list and a place will be offered when it is available. Places on the waiting list are allocated based on when the application was received

Flexible Free entitlement applications details can be found under how to apply for 30 hour provision.

If your child does not attend the setting on a regular basis, we reserve the right to withdraw their place in our academy.

Once your child is admitted to the OSPA Pre-School they will automatically progress in to our Nursery provision following their 3<sup>rd</sup> birthday.



## **Admissions to Nursery**

All children, regardless of circumstances are entitled to 15 hours of funded Nursery education per week from the term after their 3<sup>rd</sup> birthday. Some children may be eligible for an additional 15 hours per week, this is based on meeting certain criteria.

Children can be admitted in to OSPA's Nursery the term after the child's 3<sup>rd</sup> birthday.

We run 2 sessions per day, morning or afternoon for children in receipt of 15 hours funding. In addition to this, if your child is eligible for the 30 hour Flexible Free Entitlement, they can access a full time place in our Nursery. All places in Nursery are Monday to Friday during the school term.

### **How to apply for 15 hour provision: -**

- Contact the OSPA office to complete an admissions form
- Places are offered on a first come first served basis
- If a space is available, your child will be offered either a morning or afternoon place. We will try to accommodate parental preference, where possible, however, this may not always be something that we can do
- If no places are available, your child will be placed on a waiting list and a place will be offered when it is available. Places on the waiting list are allocated based on when the application was received

### **How to apply for 30 hour provision: -**

If you meet the following criteria, you may be entitled to 30 hours funding per week:

- You, and any partner, must each expect to earn (on average) at least £195 per week (equal to 16 hours at the National Minimum or Living Wage for those aged 21 and over). Please check details of the childcare choices website as this amount is less if you are younger.
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You **can't** get 30 hours free childcare if **either** you, or your partner, each **individually** expect to earn £100,000 or more.

- Visit <https://www.childcarechoices.gov.uk/> to apply for funding
- If you are eligible contact the OSPA office to complete an admissions form and to provide OSPA with your eligibility code for the funding
- Places are offered on a first come first served basis
- If no places are available, your child will be placed on a waiting list and a place will be offered when it is available. Places on the waiting list are allocated based on when the application was received

## **IMPORTANT INFORMATION**

You must reapply for your eligibility code every 3 months via the 'Childcare Portal'. Failure to do this will result in your full time place being withdrawn as the academy cannot claim the funding for the place without this. In the event that your code expires, we will offer your child a part time 15 hour place, if we have a place available. **IT IS THE RESPONSIBILITY OF THE PARENT / CARER TO RENEW THE FUNDING CODE.**

If your child does not attend the setting on a regular basis, we reserve the right to withdraw their place in our academy.