



**Aston Community  
Education Trust**

# Lowedges Junior Academy

## FS1 Admissions Policy

**DATE:** March 2025

**POLICY LEAD:** Lindsay Jones



Excellence



Equity



Empowerment



Esteem

## DOCUMENT CONTROL

<b>Policy Level</b>	Academy		
<b>Approved By</b>	Local Governing Body		
<b>Approval Date</b>	March 2025		
<b>Next Review Date</b>	March 2026	<b>FREQUENCY</b>	Annual
<b>Business Lead</b>	Lindsay Jones	<b>Author</b>	Lindsay Jones
<b>VERSION NUMBER</b>	<b>DATE ISSUED</b>	<b>UPDATED INFORMATION</b>	
<b>Please complete this section with a brief summary of the changes you have made or if this is a full re-write/ new policy. The contents of this version control box will be shared with trustees/ the LGB as part of the approval process- Thank you</b>			
V2	OCTOBER 2023	Section 4.1 – The Board of Trustees has responsibility for approval rather than the LGB. Vexatious complaints information added	
V3	MARCH 2024	Update	
V4	MARCH 2025	No changes made	



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## MISSION STATEMENT

At Lowedges we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity.

We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution.

Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.

All adults in school have a responsibility to safeguard and promote the welfare of children.

With your commitment we will aim high to achieve and exceed expectations.

## Aims

- The aim of this policy is to set out the academy's admission criteria for places in Foundation Stage 1 (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 FS1.

## Admission Criteria

- Any parent/carer can apply for a place for their 3-4 year old child in the FS1 provision – we are an inclusive academy.
- The FS1 provision at Lowedges Junior Academy has 39 full-time equivalent nursery places. Both part-time (15 hours) and full-time (30 hours) place are available.
- Should the FS1 provision reach full capacity, further admissions will be kept on a waiting list. At this point, only children who live within the Lowedges catchment area (as defined by Sheffield City Council 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.

## Free Universal Entitlement

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 Sheffield City Council.
- 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. 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 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://www.gov.uk/check-eligible-free-childcare-if-youre-working?step-by-step-nav=f517cd57-3c18-4bb9-aa8b-1b907e279bf9>
- 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 3.
- 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 Lowedges Junior Academy is available from 8.45am-3.15pm Monday to Friday, term-time only.
- 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.

## 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, there may be the option to do this on an adhoc weekly basis. However, this will be dependent on the number of pupils on roll and the number of bookings each day. Parents/carers wishing to do this should liaise with the Nursery Leader or EYFS Leader 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 (8.30-3.15pm).

## Invoicing

- Parents/carers will receive an invoice for additional hours purchased on a monthly basis
- Payments must be made within 14 days of the date of the invoice.
- 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 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 Sheffield City Council.
- 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.