





Two Year Old Admission Policy 2017-18

Review Cycle:-	annual	Date of Next Review:-	July 2018
Approver:- Chair of Governors	Signed:-  Date:- July 2017	Approver:- Head Teacher	Signed:-  Date:- July 2017

Introduction Our Two Year Old Provision (The Pod) is open five mornings a week, term time only from 8.45 11.45am (three hours). The expectation is for each child to attend five sessions each week, we do not normally offer a part week. There are places for ten children to attend each session. Once your child is registered on the waiting list, we will notify you as soon as a place becomes available, however registration does not guarantee a place. This policy will be used to determine admissions to the Two Year Old Pod. Parents do not have a statutory right to appeal to an independent appeal panel in relation to Two Year Old admissions.

Eligibility Places are only available to children in receipt of Two Year Old EYE (Early Years Education) funding. As soon as parents receive their Two Year Old Offer, which is an acceptance letter from Hampshire County Council they are able to register at Knights Enham Pod for a two year old funded place. A copy of the letter including the unique claim number will be held with a copy of the application form. Parents will be notified when a place becomes available.

Admission Criteria Places are offered by the Headteacher (on behalf of the Governing body) according to the following criteria:

- a) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption order, a child arrangements order, or special guardianship order. [A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- b) A child who has a sibling currently on role at Knights Enham Nursery and Infant School or at Knights Enham Junior School.
- c) Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, area Inco, outreach worker or education welfare officer on the basis of the child's special educational needs. Examples of special educational needs, in no order of priority, might include:
 - emotional and behavioural problems
 - hearing difficulties
 - lack of personal interaction and stimulation
 - physical disabilities
 - speech and language problems
 - visual difficulties
- d) Children with social needs, based on information gained by the headteacher as part of the application procedure. Examples of social needs, in no order of priority, might include:
 - children who were multiple births (twins, triplets)
 - a child with a confined play space
 - a child from a one parent family
 - a child in a large family (four or more children)
 - a child with parents under 20 years of age
 - a child in sole care of grandparents
 - a child who has two or more siblings under 4 years of age
 - a child on the child protection register

- a child of parents with disabilities
 - a child with English as an additional language
- e) Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support.
- f) Living within the catchment area of Knights Enham Nursery and Infant School
- g) Children who are registered or registering for a three year old place at Knights Enham Nursery and Infant School
- h) Priority will be given to those children closest to their third birthday and therefore soon eligible for a Nursery place.

Tiebreaker If the Pod is oversubscribed within any of the above categories (A –F), then preference will be given to children who live closest to the school based on a straight line measurement from school to the entrance of the property. Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants.

Registration and Admission Process Parents are able to register their child for the Two Year Old Pod once they have their Two Year Old Offer acceptance letter. Parents register by completing our application form and attaching a copy of the offer letter to it. Completed forms need to be delivered to the school office.

Applications will be considered on the Friday following the half term holiday each term for children beginning in the Pod the following term. A waiting list will then be operated for any vacancies that arise during the term.

Dead line for applications to be received by the School Office 12 noon on these dates:

Spring term 2018 application deadline: Thursday 2nd November 2017

Summer term 2018 application deadline: Thursday 22nd February 2018

Autumn term 2018 application deadline: Thursday 7th June 2018

Places will be offered by letter within fourteen days of the application deadline, according to the criteria and parents / carers will be asked to accept by completing an attached form. Registration paperwork will be completed at a home visit prior to the child starting in the Pod.

Nursery Application Children who have a two year old place in the Pod are not guaranteed a place in Nursery the term after they turn three. Parents will need to complete a separate Nursery application.