



**Aston Community
Education Trust**

FS1 ADMISSIONS POLICY

DATE: February 2026

POLICY LEAD: Leica Carter



Excellence



Equity



Empowerment



Esteem

DOCUMENT CONTROL

Policy Level	<i>Primary Academy</i>	
Approved By	<i>LGB</i>	
Approval Date	February 2026	
This policy remains valid until it is reviewed and replaced; it does not expire by date alone. Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice		
Policy Lead/ Author	Leica Carter	
VERSION NUMBER	DATE ISSUED	UPDATED INFORMATION
V1	OCTOBER 2020	V1
	Reviewed October 2023	
	Reviewed February 2026	

Mission Statement

At Temple Normanton 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.

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 Temple Normanton Junior Academy has 13 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.
- 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 Derbyshire County Council.
- Parents can register their child for an FS1 place from birth by contacting the academy office and completing an 'Expression of Interest' form
- Parents will be contacted during the term their child turns 3 years old.
- Children can start in FS1 the term after they are 3 years old, though, if appropriate, children may be admitted from their third birthday. This arrangement will be made through consultation with parents and EYFS staff and will be subject to the 15 hour offer. The FS Lead will liaise with parents/carers to identify the most suitable attendance pattern for the child.
- Parents/carers must complete all the necessary paperwork prior to their child starting in FS1. This will include the FE1 form, 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.
- Parents/carers will be asked to agree their child's attendance pattern each half 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 are 3 to 4 years old.
- 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 3.
- Parents/carers who are eligible will receive an 11-digit code which the office will need to check before a 30 hour FS1 place can be confirmed.
- The 30 hour offer at Temple Normanton Junior Academy is available from 8.45am-3.15pm Monday to Friday, term-time only.

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 on an adhoc, weekly basis. Parents/carers wishing to do this should liaise with the office to book additional hours no later than the week before they are required. Additional hours can be purchased in sessions of 3 or 6 hours.

Invoicing

- Parents/carers will receive an invoice for additional hours purchased on a weekly 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 Derbyshire County 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.