

East-the-Water Primary School

Nursery Admissions Policy

September 1, 2026 – August 31, 2027

Effective: 1 September 2026 | Review: by August 2027 | Admission authority: Devon County Council

As a Community School, Devon County Council (DCC) is the admission authority and is responsible for setting these admission arrangements. The decision-making process for nursery applications is delegated to the school's governing body. East-the-Water Primary School must follow DCC's Nursery Admissions Policy and oversubscription criteria.

The Ethos of East-the-Water Primary School

At our school we celebrate every child. We support children to care for others while valuing themselves. Children are helped to develop their strengths, understand their next steps in learning and achieve their goals. We teach children to keep safe, be independent, make decisions and recognise the impact of their choices on others, while building the knowledge and skills they need to become unique, reliable and thriving members of their community.

Early Years Funding

- You may be entitled to funded nursery sessions. Please use the [Childcare Checker](#) to find out what your family is entitled to receive.
- The government's [Best Start in Life](#) website gives information about childcare funding and support available to parents.
- School is required to check original copies of documentation to confirm that your child has reached the eligible age for all funded entitlements. You can provide a birth certificate, passport or Biometric Residence Permit (or something similar). School must retain copies of this document for seven years.

Universal Entitlement

- All 3 and 4 year olds are entitled to 570 funded hours a year or 15 hours a week over 38 weeks (term times) of funded early years provision.

Working Entitlement

- An additional 15 hours a week is available for working parents of aged 3 and 4 year olds and up to 30 hours a week for 2-year-olds and under (1140 hours a year) who meet the eligibility criteria.

- You need to open a Government Gateway Account [Childcare Service](#) to make an application online for this funding if you are a working parent or carer.
- Eligible parents/carers will receive a code beginning '50' (or a temporary code beginning '11') which they will need to give to school. **Please apply for your code in good time.** It can be provided up to 16 weeks before your child is of eligible age, however, if an application is made very early, you may need to reconfirm your code prior to taking up a funded place.
- School must validate your code through Devon County Council as they pay the funding to our school.
- If you become ineligible, there will be a 'grace period' in which school will continue to receive funding for your child until the end of the relevant funding period.
- If your child is no longer eligible and the grace period has ended, you will continue to get the 570 hours universal entitlement if your child is three or four.

Early Learning for 2 Year Olds (ELF2)

- We encourage all parents/carers with a two year old (or approaching their second birthday) to check their eligibility for [Early Learning for 2 year olds](#) (ELF2) funding via the [Citizens Portal](#) or by telephoning the Customer Service Centre on 0345 155 1013 who will do an assisted application with you.
- Eligible parents/carers will receive an email to confirm entitlement. This will include the name of your child, the earliest date that they can take up a funded place and a reference number starting TYF878. Please share the email with school to confirm your eligibility for ELF2 funding.
- If you are eligible for both the ELF2 funding (15 hours) and the 2-year-old funding for working parents (30 hours) school will claim the latter and will make a note of your eligibility for the ELF2 funding as your child may also be eligible for other funding.

Other funding to support your child

- [Disability Access Funding \(DAF\)](#) is given to school to support children with disabilities or special educational needs. It aids access by supporting us to make reasonable adjustments. Children who are accessing some, or all, of their early year's entitlement funding, who are in receipt of Disability Living Allowance and who meet the eligibility criteria can apply for Disability Access Funding.
- [Early Years Pupil Premium \(EYPP\)](#) is additional funding for school to improve the education we provide and the outcomes for children. Devon County Council identifies children who are in care to Devon and funding for these children is automatically paid to the school.
- Please ask the school office for an economic application form for EYPP so that we can claim all funding that your child may be eligible to receive.
- We need to know whether your child is in care to another local authority, or if they have left care and are subject to a special guardianship, child arrangement, or adoption order. If this applies to your child, please ask the school office for a Children in Care application form for EYPP.
- There is no lower age limit for a [Free School Meal](#). Please check if your child can have free school meals on the [Citizens Portal](#). In addition to meeting the eligibility criteria when you choose your session times Free School Meals can only be given when you book a full day.

- Please complete the Parent Declaration Form, available from the school office. It contains the privacy information and permissions we need to make funding claims for your child. The school must have your written consent to use eligibility codes and personal details for funding purposes.
- We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.
- There may be some children who are only attending for bought hours and some that only attend for funded hours.
- The maximum amount of funded time that you can take in a day is 10 hours; you cannot use more than two sites for funded early years places in a day.

Admissions to the nursery

East-the-Water Primary School admits:

- Funded and non-funded children from the start of the funding period following their second birthday. The nursery operates during school term time only, for 38 weeks each year.

Points of admission to nursery

- We want children who are eligible for funding to start as soon as they can. If we have a space your child will be admitted.
- If we don't have a space your child's name will be added to a waiting list that is kept in order of their priority for a place. We will let you know if a place becomes available.

If your child is born (or reaches 9 months) between:	You can claim funding from:
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's birthday
1 September and 31 December	1 January following the child's birthday

- The table above shows the dates when you can claim funding for your child if you are eligible.
- We expect most children will leave the nursery to start full time in reception in the September following their fourth birthday.
- If you choose to defer or delay entry into school the Early Years Funding is paid up until the time when your child reaches compulsory school age.
- There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday (compulsory school age). All places offered in reception are for full-time admission. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.
- If your child is offered a staggered or part time start in school, you will not be funded to also attend nursery because the school is funded for your child to attend full time in the reception class.

Sessions available in our Nursery

- Our school offers the universal 570-hour (15 hours) entitlement for 3- and 4-year-olds, Early Learning for 2 Year Olds (ELF2) funding, and the working-parent entitlement of up to 30 hours for eligible nursery children from age two. Our nursery operates during term time only (38 weeks a year).
- If you need childcare outside the nursery day, our Barracudas breakfast and after-school provision may be able to help. Please contact the school office on 01237 475178 to discuss availability and other local childcare options.
- We open for 38 weeks of the year during school term time. We do not provide an all-year-round nursery offer.
- The table below sets out the nursery sessions currently available. When applying, complete the DCAF-0 Nursery Application Form and the Parent Declaration Form and tell us which sessions you would like.
- These are the sessions that you can choose. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take.

Session choices	Hours	Bought, funded or both?
9.00am – 12.00pm	3 hours	Funded and/or bought
12.00pm – 3.20pm	3 hours 20 minutes	Funded and/or bought
9.00am – 3.20pm	6 hours 20 minutes	Funded and/or bought
<i>Please see the Parent Declaration Form and Nursery Additional Hours Charging Policy for how funded hours and any additional bought time are recorded for these session patterns.</i>		

- The school has signed up to the Devon County Council [Provider Agreement](#) and is compliant with the requirements for funded hours and for charging.

Charges

- There is no charge for applying for a nursery place, for admission or for the provision of the funded entitlements.
- We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary.
- Details about buying additional nursery sessions, including charges and payment arrangements, are set out in our Nursery Additional Hours Charging Policy on the school Policies & Procedures page: <https://www.east-the-water.devon.sch.uk/policies-procedures/>

School Lunches

- Free school meals (FSM) are available to eligible nursery children who attend both before and after the lunch period. This generally means an all-day session.
- A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Please check your eligibility for a free school meal through the [Citizens Portal so you can tell us if you are eligible when you apply for a place.](#)
- Children who do not meet the eligibility criteria for free school meals may either buy a school lunch or bring a packed lunch when they attend over the lunch period.

Help with the cost of childcare

- We are registered for [Tax-Free Childcare](#) and if you work you may be able to claim [Universal Credit Childcare](#).
- If you are under 20 and a student, you may get help with childcare costs through [Care to Learn](#).
- If you are a full time student in higher education and you qualify for student finance - you may be able to get a [Childcare Grant](#).
- If you receive an [NHS Bursary](#) and you are a medical or dental student – you may be able to get a [Childcare Allowance](#) (CCA) through the NHS Business Services Authority.
- If you are unemployed your work coach may be able to support you with the cost of childcare. Please speak directly with them.

Visiting the nursery

- We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer.
- Visits are not a compulsory part of the admissions process and do not affect whether a place can be offered. To arrange a visit, please contact the school office on 01237 475178 or admin@etwschool.com.

Before you apply

- ✓ If your child is almost two or has had their second birthday - before making an application, please check your eligibility for Early Learning for 2-year-olds funding (ELF2) [here](#).
- ✓ You can use the same [link](#) to check if you are entitled to a Free School Meal.
- ✓ If you are a working parent, please check your eligibility for the working entitlement funding (30 hours) through the [Childcare Checker](#)
- ✓ Evidence of eligibility will be checked before an offer of a place is made.
- ✓ Please check to see if you can [get extra funding to support your child in our nursery](#) through Early Years Pupil Premium funding before making an application for a place. Ask the school office for an EYPP Declaration form if you receive benefits or for the EYPP Children in Care form if your child is in care, adopted or under a child arrangements or special guardianship order.
- ✓ If you need more childcare than the funded entitlement allows, you can set up a [childcare account](#) to benefit from Tax Free Childcare.

How to apply for a nursery place

- ✓ To apply for a nursery place, you must complete both the East-the-Water DCAF-0 Nursery Application Form 2026–27 and the Parent Declaration Form, and return them to the school.
- The DCAF-0 form is available on our Admissions page and from the school office. The Parent Declaration Form is available from the school office. Please ask if you would like help completing either form.
- If you would like help completing the forms, please mention this to the school office or to someone in the nursery.
- ✓ Please provide evidence of your child's date of birth and address when you apply. If you or your child has an exceptional medical or social need, please also provide supporting evidence from a relevant health or social care professional. Copies can be attached to the application, or original documents can be brought to the school office to be checked.
- If there are places immediately available your child may be able to start right away.
- If there are no places available and if there is also a waiting list for places; this may particularly be the case for children starting in September, the following dates will be in place so we can manage the applications.
- The closing dates for applications for the nursery intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time.

- If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.
- No places will be held in reserve for a child who applies late; the nursery cannot keep a place empty if another child applies for admission. We will publicise the need to apply on our website, but responsibility for making an application remains with the parent or carer.

Information provided in an application

- Please complete your application fully and honestly. It is important that where we offer places to some and refuse others, we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery, and this disadvantages another child.
- If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

What happens next

- If there are fewer applications than places, no application will be refused. If there are more applications than places available, the Nursery Admissions Panel will prioritise applications using the Devon County Council oversubscription criteria.
- We do not consider the sessions requested when prioritising who should have a place.
- We will endeavour to offer the hours requested on the Parent Declaration Form. Some parents may not receive all the hours requested; where this happens, we will offer the closest available alternative.
- Parents who apply by 1 April will be contacted before May half term; parents who apply by 1 July will be contacted before October half term; and parents who apply by 1 January will be contacted before February half term. We will also contact parents if a place is not available.
- You will also be contacted if we do not have a place available so that you can apply to another provider.

Overview of the Admissions Process

Application cycle	For a September start	For a January start	For an April start
Apply by:	1 April	1 July	1 January
Admissions panel:	May – after the 1 April closing date	September – after the 1 July closing date	January – after the 1 January closing date
Decision sent before:	May half term	October half term	February half term
Reply:	Within 2 weeks to accept the place (or ask why a place was not offered).	Within 2 weeks to accept the place (or ask why a place was not offered).	Within 2 weeks to accept the place (or ask why a place was not offered).
Start at Nursery:	September – Autumn term	January – Spring term	April – Summer term

Published Nursery Admissions Number (PNAN)

- This is the number of places we intend to make available in our nursery.
- Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand for places and we could admit more children, we will endeavour to take more children - above the PNAN, or we will increase the PNAN.
- The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- If there is a change to the PNAN part way through the year this will be published on the school website.
- If there is an increase in the demand for places, we may decide to increase the PNAN to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

The table below sets out our PNAN for September 2026 to August 2027.

Maximum number of 3- and 4-year-old children admitted at any one time:	29
Maximum number of 2-year-old children admitted at any one time:	10
Maximum number of 2-, 3- and 4-year-old children admitted at any one time:	39
Children under 2 admitted at any one time:	N/A
Maximum number of children aged 0–4 admitted at any one time:	N/A

- Where the number of applications exceeds the number of places available, the Nursery Admissions Panel will use the following Devon County Council oversubscription criteria to prioritise applications for both funded and bought hours:

Nursery Admissions Oversubscription Criteria

September 1, 2026 – August 31, 2027

To be used when the number of applications exceeds the number of sessions available in the nursery for all ages of children.

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted [11].

- Looked after Children [12] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO) [13] including those who were in state care outside of England and ceased to be in state care because they were adopted.
- Priority will next be given to children or parents with an exceptional medical or social need [14] to attend this nursery.
- Priority will next be given to children who live in the schools designated area and are eligible for Early Learning for 2 -year-olds (ELF2) funding or Early Years Pupil Premium or Disability Access Funding.
- Priority will next be given to children who live within the schools designated area and whose parents are eligible for the working entitlement.
- Priority will next be given to children who live in the schools designated area who have a sibling at the school or nursery.
- Priority will next be given to all other children who live in the schools designated area.
- Priority will next be given to children who live outside of the schools designated area with a sibling at the school or nursery.
- Priority will next be given to children who live outside the schools designated area who are eligible for Early Learning for 2-year-olds (ELF2) funding, Early Years Pupil Premium or Disability Access Funding.
- Priority will next be given to the children of members of staff who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
- Other children.

[12] These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

[13] These children meet the eligibility criteria for targeted two-year-old funding and for Early Years Pupil Premium.

Waiting lists

- Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- Parents whose children are not due to start within the next two terms should complete our Note of Interest for a Nursery Place form. We will contact you when it is time to make a formal application.

Admission appeals

- If a nursery place is refused, you can use the school's complaints process to raise your concerns. The Nursery Admissions Panel will review whether the refusal was justified because the nursery was full and will consider the impact on the child and family. A place may still be awarded if there is sufficient physical space and staffing. Our Complaints Policy is available at <https://www.east-the-water.devon.sch.uk/policies-procedures/>.

Transport

- No transport is available for nursery children.

Uniform

- Nursery children are not required to wear school uniform.
- An optional nursery jumper is available to buy from school if families wish to use it.

Claiming the Early Years Funding

- Early Years Funding can be taken at more than one provider; you cannot use providers on more than two sites in one day. Each provider claims the funding on your behalf based on the sessions that have been booked and up to the amount that you are eligible to have.
- It is important that everyone can clearly see what time is taken as funded and what time is being bought.
- You must not claim more than you are entitled to receive, checks are carried out to ensure that over claims are not made.

Changes to attendance

- Changes to the times your child attends will generally be agreed with Jade Butcher, Nursery Contact, subject to available capacity and the admissions criteria.

- The oversubscription criteria will be applied to both a) and b) below to determine within each list which children should be given priority for the unfilled sessions.
- a) Children already attending the nursery wishing to increase, decrease or change the times attending.
- b) New applications from parents whose child does not yet attend the nursery and are on the prioritised waiting list.
- It is expected that you will ensure that your child attends at the times agreed so that a good routine can be established.

Induction and transition arrangements

- We hold a stay-and-play session for parents/carers and children before they start, usually during the half term before admission. We also hold open days and are happy to arrange visits for prospective families. These visits are optional and do not affect admission decisions. If a place is available, your child may start for the full agreed attendance pattern from the agreed start date; admission will not be delayed for induction activities.

Contacts and further information

Headteacher:	Adam Buckeridge
Nursery Contact:	Jade Butcher
E-mail:	admin@etwschool.com
Telephone:	01237 475178
Nursery Webpage:	East-the-Water Early Years webpage