



Nursery Admission Policy

Our Shared Vision

Striving for excellence in everything we do

High Quality
Education for
ALL

Effective
home/school
and community
partnerships

Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by:	Date:
Signature (Chair of Governors):	Signature (Headteacher):
Last reviewed on: July 2026	Next review date: July 2027

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 2- Non discrimination

The convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status.

Article 3- Best interests of the child

All organisations concerned with children should work towards what is best for each child.

Article 28- Right to education

Every child has the right to an education.

Article 29- Goals of education

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

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Section 1 Aims

The aims of this policy are to:

- explain how to apply for a Nursery place at Becontree Primary School
- explain attendance procedures and expectations.

This policy is in line with the DFE and LBBD Provider Model agreement.

Other related policies

This policy should be read in conjunction with the school's:

- Inclusion policy
- EYFS policy
- Safeguarding policy

These policies are accessible on the school's website.

Section 1.1 Key local authority responsibilities

Local authorities must secure a free place for every eligible child in their area.

The local authority should work in partnership with providers to agree how to deliver places.

The local authority should be clear about their role and the support on offer locally to meet the needs of children with special educational needs and/or disabilities (SEND) as well as their expectations of providers.

The local authority must contribute to the safeguarding of and promote the welfare of children and young people in their area.

Section 1.2 Key School responsibilities

The school must comply with all relevant legislation and insurance requirements.

The school should deliver the free entitlements consistently to all parents, whether in receipt of 15 or 30 hours and regardless of whether they opt to pay for optional services or consumables. This means that the provider should be clear and communicate to parents' details about the days and times that they offer free places, along with their services and charges.

Those children accessing the free entitlements should receive the same quality and access to provision as privately paying children.

The school must follow the EYFS Statutory Framework and have clear safeguarding policies and procedures in place that link to the local authority's guidance for recognising, responding, reporting and recording suspected or actual abuse.

The school must have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. Providers should utilise the SEN inclusion fund and Disability Access Fund (where available) to deliver effective support, whilst making information available about their SEND offer to parents.

Please refer to the school's EYFS policy, Inclusion policy and SEND Information, which are all available on the school website.

Section 2 Nursery place types at Becontree Primary School

At Becontree Primary School, we currently have 2 types of Nursery places available. When a parent completes an application form, they must select which place they prefer. The school will try to fulfil the parent request, however, if the chosen option is not available, the parent will be offered a different place or be placed on the waiting list.

At Becontree Primary School, we operate in term-time only. Our school nursery offers 15 hours (universal) for either mornings only (AM place) or afternoons only (PM place), both over 38 weeks. We do NOT currently offer 30 hours (extended places).

15 hours free – Mornings only – Monday to Friday 8:30 – 11:30

or

15 hours free – Afternoons only – Monday to Friday 12:30 – 3:30

There is no charge for these places. Parents of all eligible children can apply.

A FREE piece of fruit and milk is provided. Lunch is not provided.

Rising Three places

Occasionally, we have spaces at the end of the Autumn term. To fill these spaces we are sometimes able to offer a space to a child who has had their 3rd birthday between 1st September and 31st December that year. These children will be offered a January start. They will join the current Nursery class but will stay in Nursery for 5 terms, so that they move into a Reception class in the correct chronological year.

Before a child starts, parents must complete the Free childcare entitlements parental declaration form (hard copy) See **Appendix A**.

NB: If there is any change in the parental declaration, the Parent declaration change form must be completed. **See Appendix B.**

School will provide termly invoices to all Nursery parents. This is issued even if parent/carers do not pay for any part of their child's place. See **Appendix C.**

Section 3 Eligibility for places

The school will check original copies of documentation to confirm a child has reached the relevant age on initial registration for all free entitlements. All documents below must be provided in person and only original documents will be accepted.

- Full birth certificate
- Council tax bill (current year)
- Utility bill or bank statement (dated within the last 3 months)

The school will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. Where a provider retains a copy of documentation this must be stored securely and deleted when there is no longer a good reason to keep the data.

Allocation of Nursery places

The school allocates Nursery places based on the following criteria:

1. Looked After Children (LAC) (Children in Public Care)
2. Children of staff at Becontree Primary School
3. Siblings - Children who have a brother or sister attending Becontree Primary School at the beginning of their first term
4. Vulnerable children – as defined by the school
5. Proximity – proximity as measured in a straight line from the front door of the home to the front door of the school

Please note that a place at Becontree Primary School Nursery does not ensure a place within our Reception class, the following year. Applications for all Reception cohort places must be made through LBBD admissions.

Section 4 Charging / Payments

At Becontree Primary School we do not charge for the following (which are available to all children in the Nursery, fresh every day):

- Fruit (daily)
- Milk (daily)

If your child requires nappies or wipes, these must be provided by the parents/ carers.

There may a voluntary contribution requested from parents/carers for ingredients for cooking and other consumables. There is no set amount but costs are usually low and parents/carers are given advance notice. These amounts can be paid directly to the class teacher or via the school office. There is a card reader in the office for your convenience.

On occasion, we may ask for a small contribution towards enrichment activities; such as trips or other extra-curricular activities, for example a theatre visit to the Nursery. These will always be communicated to parents in advance. Please ask at the school office, if you require any further information.

Section 5 Applying for a place

Applying for a Nursery place at Becontree Primary School:

Step 1: Complete Nursery admission form – available from the school office (either in person or by email at office@becontreeprimaryschool.com).

Step 2: Admission forms are preferably accepted in person, so that original documents can be checked for eligibility and copied.

Step 3: One of the following will apply:

- a) If submitted in advance, the form will be retained until nearer the time; usually the January/February of the admission year, when the places are allocated.
- b) If the admission is for the current school year and a space is available, the office will contact the parent/carer to agree the space on offer. The Parent declaration form (Appendix A) is completed.
- c) If there is no space, the child is placed on our waiting list. Once a place becomes available, the office staff will contact the parent/carer.

Step 4: Settling-in schedule given to parents: for 1-week children will start on reduced timetable building up their hours to ensure a smooth transition. In some instances, the transition period may be longer. This will be discussed with individual parents/carers.

Step 5: Children start. Any changes in placement must be notified to the school and a Parental declaration change form completed.

Step 6: All parents receive termly invoices (this is the case for all parents, even if no fee is required).

Section 6 Attendance and punctuality

Attendance at Nursery is crucial for building a child's foundation for life-long learning, promoting vital social, emotional and thinking skills throughout the day through play, structure and routine. It is an expectation at Becontree that children attend their nursery session every day as this will lead to a better school readiness for when they enter Reception.

It is the responsibility of the parents/carers to inform the school if their child is sick. Failure to do so will result in an unauthorised absence. Repeated unauthorised absence could result in your place being removed.

All children are expected to arrive on time at Nursery. Children must be dropped off and collected by an appropriate adult on time.

Attendance and punctuality are regularly monitored at Becontree Primary School and parents will be notified if attendance is causing a concern.



Free childcare entitlements parental declaration form

Step 1: Your child's details- parents/carers to complete

Child's Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Date of Birth: You will need to show your childcare provider evidence of your child's date of birth.	
Sex:	
Ethnicity:	
Does the child have any Special Educational Needs (SEN)	
Address:	

Step 2: Your details-parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

Step 3: Your child's eligibility- parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
 - If parents/carers live in England and are in receipt of certain benefits,
 - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old.
- ☒ Universal entitlement for 3- and 4-year-olds.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

Step 4: Document check-(provider to complete)

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912) –parents must reconfirm every 3 months otherwise they may no longer be eligible.	NOT APPLICABLE

Step 5: Setting and attendance details- parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38 or 51)
Total funded entitlement hours attended per day	3	3	3	3	3	15	N/A	
Total extra (chargeable) hours per day	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Total daily hours attended	3	3	3	3	3	15	N/A	38

To fill in if your child attends more than one setting:

Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name: BECONTREE PRIMARY SCHOOL	3	3	3	3	3	15
Setting name:						

To note: the maximum number of funded hours your child can receive is:

- 1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year.
- 2) for children aged from 9 months of eligible working parents: 15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.
- 3) for all 3 and 4-year-olds: 15 hours a week for 38 weeks of the year.

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

BECONTREE PRIMARY SCHOOL

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours **provided they are not mandatory charges or a condition of accessing a place.**

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider. This will be available from January 2026.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day	N/A	N/A	N/A	N/A	N/A	N/A

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

There may a voluntary contribution requested from parents/carers for ingredients for cooking and other consumables. There is no set amount but costs are usually low and parents/carers are given advance notice.

On occasion, we may ask for a small contribution towards enrichment activities; such as trips or other extra-curricular activities, for example a theatre visit to the Nursery. These will always be communicated to parents in advance.

Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name) of (address)

.....
confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authoriseBECONTREE PRIMARY SCHOOL..... to claim free entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed: <i>Mrs M. Ziane</i>
Print name:	Print name: Mrs M. Ziane
Date:	Date:

I understand that if I leave part way through the term, I will be required to give the provider 4-week's notice and will not be able to transfer funding until the notice period has ended.

London Borough of Barking & Dagenham is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or London Borough of Barking & Dagenham. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately.

Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

The London Borough of Barking & Dagenham's Privacy Notice can be found at <https://www.lbbd.gov.uk/general-privacy-notice>



Free childcare entitlements parental declaration form – variation to existing declaration.

This form can only be used in conjunction with an existing parental declaration form. It needs to be dated and signed by both parent/ guardian and childcare provider. Once completed it should be stapled securely to the original declaration. It should be used if

- the child's hours change
- the days the child attends changes
- change in any charges made by the provider

Date of Amendment:	
Child's Surname(s):	
Child Forename(s):	
Date of Birth:	
Sex:	
Address:	

Setting and attendance details- parents/carers to complete

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38 or 51)
Total funded entitlement hours attended per day	3	3	3	3	3	15		
Total extra (chargeable) hours per day	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Total daily hours attended	3	3	3	3	3	15	N/A	38

To fill in if your child attends more than one setting:

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name: BECONTREE PRIMARY SCHOOL	3	3	3	3	3	15
Setting name:						

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

BECONTREE PRIMARY SCHOOL

Consumable charges

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day	N/A	N/A	N/A	N/A	N/A	N/A

Provide details of any changes to the charges made for consumables and additional services and itemised details of what these charges relate to:

There may a voluntary contribution requested from parents/carers for ingredients for cooking and other consumables. There is no set amount but costs are usually low and parents/carers are given advance notice.

On occasion, we may ask for a small contribution towards enrichment activities; such as trips or other extra-curricular activities, for example a theatre visit to the Nursery. These will always be communicated to parents in advance.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed: <i>Mrs M. Ziane</i>
Print name:	Print name: Mrs M. Ziane
Date:	Date:

Becontree Primary School

Stevens Road, Dagenham, Essex RM8 2QR

Tel: 020 8270 4900

E-mail: office@becontreeprimaryschool.com

www.becontreeprimaryschool.com



Headteacher: Mrs M. Ziane
Deputy Head (EYFS/KS1): Mrs C. Stock
Deputy Head (KS2): Mrs L. Stonier

Date:

Invoice No.:

Invoice for fully funded Nursery places

Period: To

Parent's name:

Home address:

Child's Name:

At Becontree Primary School, we do not charge for 15-hour places.



Description	Hours per week Delete as appropriate	Unit	Unit price	Line total
Entitlement hours per week	<u>15 hours</u>	Week 1	Free	Free
Entitlement hours per week	<u>15 hours</u>	Week 2	Free	Free
Entitlement hours per week	<u>15 hours</u>	Week 3	Free	Free
Entitlement hours per week	<u>15 hours</u>	Week 4	Free	Free

Total cost: ZERO

