



Foundation Stage Admissions Policy

DATE: February 2026

POLICY LEAD: Leica Carter

APPROVED BY: LGB



LANGWITH
BASSETT

DOCUMENT CONTROL

Policy Level	Primary Academy	
Approved By	LGB	
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	
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Langwith Bassett Junior Academy Mission Statement

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

Together we will:

- Foster self-esteem, enjoyment and happiness, in a stimulating, safe, secure environment,
 - make the most of opportunities to engage in inspiring learning,
 - be united as a team in our warm and welcoming community,
- nurture enterprising, resilient children, who grow into independent citizens, making a positive contribution to society,
 - celebrate diversity and treat others with tolerance and mutual respect,
 - aspire to excellence and be determined to be successful in all that we do.

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



Excellence



Equity



Empowerment



Esteem



Aims

- The aim of this policy is to set out the academy's admission criteria for places in Foundation Stage (FS0 and 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 child in the Foundation, we are an inclusive academy.
- The FS1 provision at Langwith Bassett Junior Academy has 13 full-time equivalent nursery places for 3 and 4 year olds. Both part-time (15 hours) and full-time (30 hours) place are available.
- The FS0 provision at Langwith Bassett Junior Academy has a 5 nursery places for 2 year olds.
- Should the Foundation provision reach full capacity, further admissions will be kept on a waiting list. At this point, only children who live within the Langwith Bassett catchment area (as defined by Derbyshire County 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.

Joining the foundation Unit FS0 at aged 2

- There are a limited number of 2-year-old places available. This is capped at 5 per session based on staff: pupil ratios and the capacity of the room. Parents interested in booking a place for their child should contact the academy office and Foundation staff will liaise with them to determine suitable provision.
- We offer up to 15 hours funded provision to 2 year olds. For those entitled to funding, this must be accessed by the parent/carer.
- Parents/carers must complete all the necessary paperwork prior to their child starting in FS0 and 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.

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.
- Children can access FS1 Funding 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 by the beginning of the term in which they are due to start.
- Both parents/carers must be working – or the sole parent is working in a single parent family.



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- 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 Foundations staff will need to check before a 30 hour FS1 place can be confirmed.
- The 30 hour offer at Langwith Bassett Junior Academy is available from 8.45am-3.00pm 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, 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 access additional hours.

Notice Period

- Should a parent/carer need to transfer their child to a different Foundation 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.

