



City of  
**Stoke-on-Trent**

Admission to a Stoke-on-Trent

# Nursery Class or School 2022-2023



Apply on-line for school places [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions)

# Free early years education for three and four-year-old children in private, voluntary and independent childcare settings

All three and four-year-old children are entitled to access free early years education from the term following their third birthday until they reach compulsory school age. Early education helps your child to develop and learn new skills through play and learning. It also supports parents to achieve a better work life balance. In addition, some two year olds are also eligible for free childcare and early education.

Every three and four-year-old child is entitled to receive **570 hours** of early years provision over a minimum of 38 weeks of the year (**570 hours ÷ 38 weeks = 15 hours per week**). Many childcare providers offer a ‘stretched’ entitlement, meaning that you can receive fewer hours per week over more weeks of the year (**570 hours ÷ 51 weeks = 11 hours per week**).

Working parents of three and four-year-olds are eligible for an additional 15 hours per week. This is on top of the current universal entitlement of 15 hours a week of free early education for all three and four-year-olds and is available the term after application. Eligibility for the additional hours will be determined by Her Majesty’s Revenue & Customs (HMRC). Parents can apply for the additional 15 hours at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

To access a funded place with a private, voluntary or independent provider, you do not have to apply via the Local Authority. Please visit the provider of your choice to check availability and book a place.

For more information, including a list of childcare settings that offer free early years education, please visit [www.stoke.gov.uk/beststart](http://www.stoke.gov.uk/beststart) or [beststart@stoke.gov.uk](mailto:beststart@stoke.gov.uk) or contact **01782 232200 (option 1)**.

If your child was born between...	They will become eligible for early education from...
1 January – 31 March	<b>The Summer Term</b> after their 3rd birthday (the term starting after 1 April)
1 April – 31 August	<b>The Autumn Term</b> after their 3rd birthday (the term starting after 1 September)
1 September - 31 December	<b>The Spring Term</b> after their 3rd birthday (the term starting after 1 January)

## Please note:

In some cases, it may be possible for your child to attend a school or academy for their universal 15 hours and use their extended 15 hours to access wraparound care (provided by the school or a private, voluntary or independent provider). You should discuss this with the school or academy before making your application.

# Early Years Provision at Nursery Class or School



Applications open on  
**WEDNESDAY 1  
DECEMBER 2021**

All nursery classes and schools have their own individual early years ‘offer’. It is important that you find out what the current offer is before submitting your application. All schools will offer a minimum of 15 hours per week for free. You should check the early years ‘offers’ of all schools that you are applying for.

All three and four-year-olds with ‘working parents’ who meet the eligibility criteria, are entitled to 30 hours free provision. Parents should check eligibility and apply at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Please note that your child’s birth certificate must be provided to the school, upon request, to confirm eligibility. Applications can be made for a place at nursery class or school starting in September 2022 for children born between children 1 September 2018 and 31 August 2019.

You should express a preference for three schools on the form. These should be listed in order of preference. It is most important that you include all of your preferences at this stage, as some schools will have more applications than they can take. Where we are unable to meet your preference, we will try to offer your next preferred school. Naming the same school more than once on an application form does not increase the chances of being successful. Instead, it will reduce your opportunity to secure a place at a second or third preference.

If you have nominated a preference for a Catholic or Church of England (Aided) Primary School and are seeking a faith based place, please be aware that these schools have separate admissions criteria and you will need to provide further information. Please contact the school for a copy of their policy and details of the information which is required.

**Please note that reception class admissions are entirely separate from nursery class admissions. Attending a nursery class does not guarantee your child a place in that school’s reception class.**

The most efficient way to apply for a place is online at: [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions)  
Alternatively, application forms can be returned to your first preference nursery class/school on or before **Monday 28 February 2022**.

Applications received after the closing date will be considered individually.

Notifications of offers of a place will be sent in **May 2022**.

The allocated nursery will need to see your child’s birth certificate.

**If you need help please call:  
01782 234598**



Deadline for applications  
**MONDAY 28  
FEBRUARY 2022**

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# Nursery Criteria

The following criteria will be used if there are more children wanting to go to a Local Authority maintained nursery than there are places available.

Pupils with an Education, Health and Care Plan, naming a particular nursery setting, will get preference over all other applicants for that school and will count towards the admissions number.

Where there are more applications for a nursery setting than there are places, the following priorities will be used in order to allocate places:

1. Looked after children or previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
3. Other children living within the catchment area of the school.
4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
5. Children who live nearest to the school as determined by a straight line measurement from the child's home address point\*\* to the main entrance of the school.

Once the class is full, a waiting list will be kept, ranked using the criteria above.

Nursery places will be given firstly to children living in Stoke-on-Trent. Only when these children have a place will children living outside the city be considered.

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

**Apply on-line for school places at [stoke.gov.uk/admissions](http://stoke.gov.uk/admissions)**

Or contact us at  
**Admissions and Transport Team  
Children and Family Services  
Floor 2, The Civic Centre  
Stoke-on-Trent, ST4 1HH**

**T: 01782 234598  
E: [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)**



Academy schools that have their own nursery classes will have their own admissions policies. These can be viewed in the primary prospectus.

\*\* The child's home address point is used to determine the catchment for that property



# MAKE A CHANGE, CHANGE A LIFE.

You can be the difference





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