



The Acorns
Primary and Nursery School

Admissions Policy for 2-Year Olds

September 2023

Children can join our 2-year old Caterpillar room from the term after they turn 2 years of age. There are a maximum of 20 places for 2-year olds per morning session running from 8.40-11.40am and priority for those places is given to children on a waiting list, followed by children in receipt of 2-year old funding. A minimum of 2 sessions per week must be booked.

In order to apply for a place parents/carers must first find out if they are eligible for 2-year old funding;

- You can apply online at <https://my.cheshirewestandchester.gov.uk/> and search for 'Apply for a free two year old place'
- You can also apply via the Early Years Funding team on 01244 973919

To help the Early Years Funding team to check your eligibility you will need to provide your name, date of birth and national insurance number as well as the name and date of birth of your child.

Once you have completed the online form you will be advised if your child is eligible for a place. If you are eligible, you will see a message on screen. Once you have submitted your form you receive a unique reference beginning with 'EY'.

For eligible families the next step is to contact Portside Children's Centre to arrange an appointment with an Early Years Worker. They can help you find a childcare provider in your area. They will also give you a free book start pack and tell you about all the great activities you can access in the Children's Centre. They will issue a Confirmation of Eligibility which school will need before your child can start.

Paid sessions will be priced at £12.50 per 3-hour session. All booked sessions must be paid for and payment must be paid a week or a month in advance. If payment for a session has not been received by the end of the week, the child will not be permitted to attend further sessions until the outstanding debt has been cleared.

Sessions must be booked for the term and changes to the sessions attended may only be made at the start of a term.

In the event of oversubscription

There are 5 morning sessions per week during term time and a maximum of 20 2-year olds may attend a session. In the event of sessions being full the following will be applied:

- Priority to those who have been on the waiting list from the earliest date
- Priority will be given to those children in receipt of 2-year funding
- Priority will be given to children who already have siblings in the school
- Priority will be given to older children

Admission to the 2-year old Caterpillar room does give priority for places in the 3-4 year old Butterfly room but attendance within our Nursery does not give automatic admission to the Reception class. Applications to join the Reception class must be submitted to Cheshire West and Chester by the required date. Please see the Cheshire West and Chester website for details about the Reception class admissions procedure.