



**Tyntesfield**  
Primary School

# **Nursery Admission POLICY**

**Tyntesfield  
Primary School**

**Policy approved: Autumn 2021**

**Policy review: Autumn 2022**

**Please Note: Parents should be aware that the Government has increased free early education from 15 to 30 hours per week for 38 weeks of the year for some 3 and 4 year old children. Therefore this Nursery Admission Policy is subject to on-going review and subject to change.**

At the time of writing, all Nursery aged children are eligible for 15 hours free Nursery provision. Some may become eligible for 30 hours, provided you as parents fulfil certain criteria as listed below:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England

Parents can find out more and register for 30 hours provision at: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

The following policy has been agreed by the Governing Body for admission to the Nursery after 1<sup>st</sup> September 2021. The policy is published on the website and follows the latest Government legislation regarding admissions.

We adopt as our policy the Trafford's guidelines "Admissions to Primary School". When determining the priorities for admission the following criteria will be applied:

1. Children will be eligible for a Nursery place when they are three years old by 31<sup>st</sup> August of the year of admission.
2. We offer full time and part time places:
  - five mornings (8.40 – 11.40am)
  - five afternoons (12.30 – 3.30pm)
  - five full days (8.40 – 3.30pm)

**Full time places:**

*For full time places the extra hours, over and above the universal 15 hour per week entitlement will be charged for. If you are eligible, these extra hours will be funded directly from the government. If you are not eligible for the extra funded hours, fees (including a charge for lunchtime supervision) will be payable a half term in advance at a rate agreed by the governing body.*

*A full time nursery session runs from 8.40am until 3:30pm which is 50 minutes a day (4.16 hours per week) above the 30 hours free entitlement. Therefore, if you are eligible for 30 hours funding and if your child is allocated a 'full time' place, a charge will be payable at a rate agreed by the governing body to cover staffing costs of this extra 50 minutes per day (to cover lunch time supervision). The charge is placed half termly on parentpay, where parents can choose to pay in full or each week (payment due date is the end of each half term).*

3. Places will be offered in order to balance morning and afternoon sessions at the discretion of the Head of School, giving due consideration to parental choice.
4. We shall give preference in the following order:
  - Looked After Children
  - Children with a Statement of Educational Need or EHC Plan.
  - to children within our main school zone, with siblings
  - to children within our main school zone, without siblings
  - to children out-of-zone with siblings in the school
  - to children out-of-zone without siblings

5. Where the number of applications exceeds the number of places available, we will offer places in order of the proximity to the school.

### **Applications for Nursery**

Admission to the Nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

Children are eligible for admission in the September after they reach their 3<sup>rd</sup> birthday.

Applications for Nursery have closing dates which are clearly stated on the relevant application form. This can be obtained from the school office.

Some applications may require special priority. These will be considered and the decision will rest on the professional judgement of the Head of School.

The Head of School will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place.

An application form for a nursery place in the September intake should be completed by parents and submitted to the Head of School **by 15<sup>th</sup> January** which precedes the academic year in which the child will have his or her fourth birthday. Applications received after this date will be considered once the first application round is completed and places have been allocated

### **Late Applications**

Late applications received after the closing date will be considered once the initial application process has been completed. Dates for this process can be obtained from the school office. Places from in-year applicants will be considered using the above admission criteria if there are spaces.

### **Informing Parents regarding applications**

- Notifications about Nursery admissions will be sent to parents on the Friday before the February half term.
- If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a waiting list.
- Parents/guardians will need to accept the place in writing, on the reply form provided.

### **Attendance at the Nursery Class**

- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.
- Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.

- If your child has been allocated a full time place, parents will need to provide lunch. Children should come to school with a healthy packed lunch.
- A voluntary contribution of £20.00 per annum for the Nursery Fund is used to provide extra resources for the nursery. A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme. Milk is also available free of charge.
- It is expected that children will be fully toilet trained prior to admission to nursery.

### **Address of Pupil**

Home address refers to the child's permanent home at the proposed date of admission.

Where the parents live at different addresses, the current 'at the time of application' address will be the one used. This will normally be the one where the child 'wakes up' for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address e.g. utility bill, driving licence etc. Where there is dispute about the correct address to use, the Governing Body reserves the right to make enquiries of any relevant third parties e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

### **Fraudulent Admissions**

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent, which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be reconsidered and a right of appeal offered if a place is refused.

### **Children in Receipt of an Education, Health and Care Plan (EHCP)**

A child with an EHCP for special educational needs and/or disability will automatically be admitted where the school is named in the EHCP.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.