

WOODLANDS PRIMARY SCHOOL



NURSERY ADMISSIONS POLICY

**UPDATED: MARCH 2023
REVIEW DATE: MARCH 2024**

NURSERY ADMISSIONS POLICY

PURPOSE OF ADMISSION POLICY

To determine which children are eligible for each of the 104 nursery places available; 52 am/52 pm and to allocate places where applications for places exceed those available.

CRITERIA FOR ADMISSION

A child is eligible for admission to nursery education at the start of the term following their third birthday or earlier if places are available. Currently we are only admitting children who will be 3 before their September start date.

➤ **Priority for Admission is given to the Following Categories**

1. Children in need, as defined by the Children Act 1989
2. Children with special educational needs as defined by the Education Act 1996
3. Children for whom exceptional personal/domestic circumstances (whether presented by the parents or otherwise) justify, in the Head teacher's view, admission to nursery education. Such applications may be referred by either Headteacher or parents to the Head of Service, Achievement and Wellbeing.
4. Other children living in CWAC
5. Children living outside CWAC

➤ **Over Subscription Criteria**

In the event of our Nursery classes being oversubscribed, priority for admission will be determined by:

1. Whether or not the child has siblings in the school
2. The proximity of the child's permanent residence to the school
3. The age of the child (DOB)

ADMISSION ARRANGEMENTS

The admission of a child to a nursery place is a legal process and all offers and acceptances of a place should be confirmed in writing.

Applications for places in the autumn should be received before February half term by completing and returning a Nursery Registration form which is available from the school office or website.

Parents will receive in writing the offer of a place shortly after Spring half term for admission the following September.

Parents must accept the offer of a place in writing, by the last school day in March.

After the acceptance deadline has been reached for the first offer of places, further offers should be made in order to fill any remaining available places. Names will remain on the waiting list to fill future places.

As we are sometimes oversubscribed at Woodlands, funded sessions will be prioritised over paid sessions. Oversubscription criteria will still apply.

It is important to note that children already attending our Nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception via the Cheshire West and Chester Council website.

FLEXIBILITY

Within each of the priority bands above, factors may be considered to determine whether a child should be allocated a particular session and requests in writing, for different sessions, are prioritised by the Headteacher in the following order:

- a. Children in need (as defined by Children Act 1989)
- b. Children with special education needs (as defined by Education Act 1996)
- c. Children with exceptional/domestic circumstances
- d. Children living in a 25% disadvantaged super output area identified by qualifying postcodes
- e. All other children

Within each of the priority bands identified above, the following factors may be considered in determining whether a child should be allocated particular hours/sessions:

- Any particular needs of the parent or child eg. to enable the parent to work, or to allow them to collect or drop off siblings at school etc
- Any potential impact on the operation or sustainability of the setting

There is no guarantee that this will be possible.

If there are still places available at the start of the Spring or Summer term, then the places may be offered to any remaining children for whom we have received applications – using admissions criteria.

FLEXIBILITY FOR PAID SESSIONS

Parents can request additional paid nursery sessions on top of the 15/30 hours free funded places. Requests for the additional paid sessions will be allocated once the funded requests have been allocated, again, subject to availability.

SESSIONS

Our Nursery is open during term time and the hours of operation are as follows:

AM session	8.45am to 11.45am
PM session	12.30pm to 3.30pm

If your child is eligible for 15hrs funding, you may choose a combination of up to 5 sessions. If you have funding for 30hrs, your child may attend for 10 sessions which is considered full time. You do not have to take your full funding hours and it is also possible to split your funding between settings.

Requests to change your pre-agreed sessions must be done so in writing and will be reviewed subject to staffing levels and class numbers.

CHARGES

Charges for paid sessions are £12.75 per 3hr Morning or Afternoon Session

If your child is attending a full day, a Lunchtime Supervision charge of £2.75 per day will be applicable and this cannot be covered by your funded hours. A school lunch may be purchased, (please see school website for current costs) or a packed lunch can be provided from home.

APPLYING FOR FUNDING

All 3 and 4 year old children are automatically entitled to 15 hours of free childcare per week. From September 2017, the government increased this entitlement to 30 hours for working parents, provided you meet the eligibility requirements. To check your eligibility and set up your childcare account, please visit:

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>. It is the responsibility of the parent to re-validate your 30hrs eligibility once each term and inform the HMRC of any changes which may affect your eligibility for the 30hrs childcare. The school will also require you to complete a Cheshire West & Chester, Early Years Entitlement Contract once each term. This is to enable the school to access the funding which you are entitled to. Failure to revalidate may result in your funding being unavailable and charges may apply.

ABSENCE AND HOLIDAY LEAVE

Any sessions missed due to illness or holiday leave cannot be claimed back and charges still apply. Holiday leave is authorized for Nursery children but applications must be made in writing via the Absence Request Form available from the School Office or website.

Policy reviewed March 2023