

WOODLANDS PRIMARY SCHOOL



NURSERY AND PRE-SCHOOL ADMISSIONS POLICY

UPDATED: September 2024
REVIEW DATE: September 2025

PURPOSE OF ADMISSIONS POLICY

To determine which children are eligible for each of the 44 Nursery places available; 22 am/22 pm and to allocate places where applications for places exceed those available.

To determine which children are eligible for each of the 52 Pre-School places available; 26 am/26 pm and to allocate places where applications for places exceed those available.

CRITERIA FOR ADMISSION

A child is eligible for admission to Nursery education from the September after their second birthday.

A child is eligible for admission to Pre-School education from the September after their third birthday. If a child is joining mid academic year the following applies:

- children born in the period 1 January to 31 March: eligible for admission the start of term beginning on or following 1 April after the child's third birthday
- children born in the period 1 April to 31 August: eligible for admission the start of term beginning on or following 1 September after the child's third birthday
- children born in the period 1 September to 31 December: eligible for admission the start of term beginning on or following 1 January after the child's third birthday

➤ **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/Pre-school 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 or Pre-School 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/Pre-School place is a legal process and all offers and acceptances of a place will be confirmed in writing.

Applications for places in our Nursery/Pre-School in the Autumn should be received before February half term, by completing and returning a Nursery/Pre-School 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 round of offers of places, further offers will be made in order to fill any remaining available places. Names will remain on the waiting list to fill future places and in the event of oversubscription.

Applications for a Nursery place will be dealt with as received but all offers will be put in writing and must be accepted in writing.

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 Pre-School will not transfer automatically into the main school. A separate application must be made with the Local Authority for a place in Reception via the Cheshire West and Chester Council website.

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions>

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 e.g., to enable the parent to work, to enable the parent to study, or to allow them to collect or drop off siblings at school etc.
- Any potential impact on the operational viability 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.

PRE-SCHOOL

FLEXIBILITY FOR PAID PRE-SCHOOL SESSIONS

Parents can request additional paid Pre-School 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

Menu:	Times:	Breakdown	Cost:	Can I use funded hours?
Breakfast club:	7:30am-8:45am		£6.50	YES
Morning session:	8:45am-11:45am		£18.00	YES
Morning Snack:			20p	n/a
Lunch club:	11:45am-12:30pm		£4.50	NO
School Lunch:			£2.90	n/a
Afternoon session:	12:30pm-3:30pm		£18.00	YES
Afternoon Snack:			20p	n/a
After school club:	3:30pm-6:00pm	3:30pm-5:00pm	£8.50	YES
		3:30pm-6:00pm	£12.50	YES
	Sunrise & Early Sunset	7:30am-5:00pm	£12.50	YES
	Sunrise & Late Sunset	7:30am-6:00pm	£17.00	YES

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 or in relation to breakfast and afterschool clubs.

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 £18.00 per 3hr Morning or Afternoon Session

If your child is attending a full day, a Lunchtime Supervision charge of £4.50 per day will be applicable and this cannot be covered by your funded hours. A school lunch may be purchased for £2.90, 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 the term after their 3rd birthday. From September 2017, the government increased this entitlement to 30 hours for working parents, provided you meet certain 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 will still apply. Holiday leave is authorised for Pre-School children but applications must still be made in writing via the Absence Request Form available from the School Office or website.

NURSERY

FLEXIBILITY FOR PAID NURSERY SESSIONS

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

SESSIONS

Menu:	Times:	Breakdown	Cost:	Can I use funded hours?
Breakfast club:	7:45am-8:45am		£6.50	YES
Morning session:	8:45am-11:45am		£21.00	YES
Morning Snack:			20p	n/a
Lunch club:	11:45am-12:30pm		£5.25	NO
School Lunch:			£2.90	n/a
Afternoon session:	12:30pm-3:30pm		£21.00	YES
Afternoon Snack:			20p	n/a
After school club:	3:30pm-6:00pm	3:30pm-5:00pm	£8.50	YES
		3:30pm-6:00pm	£12.50	YES
	Sunrise & Early Sunset	7:30am-5:00pm	£12.50	YES
	Sunrise & Late Sunset	7:30am-6:00pm	£17.00	YES

If your child is eligible for 15hrs funding, you may choose a combination of up to 5 sessions. You do not have to take your full funding hours and it is also possible to split your funding between settings or in relation to breakfast and afterschool clubs as above.

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 £21.00 per 3 hr Morning or Afternoon Session

If your child is attending a full day, a Lunchtime Supervision charge of £5.25 per day will be applicable and this cannot be covered by your funded hours. A school lunch may be purchased for £2.90, or a packed lunch can be provided from home.

APPLYING FOR FUNDING

Some 2-year-old children may be entitled to 15 hours of free childcare per week from the term after their 3rd birthday. From September 2024, the government increased this entitlement to include children aged 9 to 23 months for working parents, provided you meet certain 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.

In addition to the above, your 2-year-old may be entitled to 15hrs per week based on your economical or social family dynamics. If you think your child may be eligible based on the below criteria, you can contact your local Starting Well Centre to check and apply or follow the instructions on: <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/free-childcare-places-for-two-year-olds>. If successful, your funding can be used from the term after your child turns 2 and you will be required to provide your eligibility confirmation:

Your 2-year-old can get free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

ABSENCE AND HOLIDAY LEAVE

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