

Kings Road CPS



Nursery Admissions Policy

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Aims of this Policy

- To provide a fair system whereby all children are given their entitlement of free Nursery education.
- To ensure our provision promotes secure foundations for future learning.

This policy has been drafted bearing in mind the philosophy of equal opportunities for all. No application will be discriminated against on the grounds of race, religion, gender, disability, sexuality or background.

Kings Road Primary School Nursery

Trafford MBC engages Kings Road Primary School Nursery to provide Free Early Education Entitlement and childcare places for eligible 3 and 4 year olds. As laid down by the 'Early Education and Childcare Statutory Guidance for Local Authorities' September 2013, issued by the Department of Education.

Kings Road Primary School Nursery follows the proper safer recruitment and employment procedures and all staff will have an enhanced Disclosure and Barring Service (DBS) check.

Kings Road Primary School has a maintained Nursery for children aged 3 to 4 years. We provide Free Early Education for 15 hours per week to all families and also for 30 hours per week for those families who are eligible.

There are 52 places available for 15 hour provision, split into two sessions, 26 morning places (8.30am – 11.30am) and 26 afternoon places (12.30pm – 3.30pm) Monday to Friday during term time only. There are a further 26 places available for 30 hour provision; Monday to Friday 8.30am – 3.15pm during term time only. Children are expected to attend 5 days a week.

Criteria for Admission

Places for admission to Kings Road Primary School Nursery will be offered according to the following criteria:

1. Children who are designated by the LA as "A Looked After Child".
2. Children who have been attending Kings Road Nursery since January or April of the previous academic year (Early Entry Admission).
3. Children who live within the school's catchment area and who are already attending the on site 2 year old provision Amaryllis Pre-school
4. Children who live within the school's catchment area and who already have siblings in school.
5. Children who live within the school's catchment area.
6. Children living in a family relationship at the same address as a child already attending the school, with an address which is outside of the school's catchment area.
7. Children who have had their name on the waiting list for the longest period of time.
8. Children who are living outside of the school's catchment area and would like to attend our school.

Consideration will be given to children with particular categories of Special Needs. However, this will be subject to consideration of the levels and requirements of the child concerned and those of the other Nursery children, plus the level of staffing available and the additional demands that may be made on staff time. The Headteacher will sympathetically consider all cases individually, and after consultation with the Nursery staff and Governors, will use his professional judgment in offering places, according to what is felt is best for that child and for the Nursery as a whole. Such applications will be dealt with according to the admission criteria above.

Casual admissions during the school year are subject to there being suitable vacancies and left to the discretion of the Headteacher. The school will not keep a waiting list. Parents interested in places should keep in contact with the school.

Parents are advised that a poor record of attendance or persistent lateness, may lead to their child's place being withdrawn.

Part Time (15 hour per week) Places

Part time nursery places (15 hours x week) are available to all children. Admissions will follow the above criteria. Children are expected to attend either 5 mornings a week (8.30am-11.30am, Monday-Friday) or 5 afternoons a week (12.30pm-3.30pm, Monday to Friday) during term time only.

Full Time (30 hour per week) Places

Eligibility

If parents wish for their child to take up a '30 hour provision' place, they must first complete the government application process to ensure their eligibility and provide the school with the following information. (It is possible to apply for an eligibility code 16 weeks before the term you want your child to start or is eligible to start);

- Eligibility code
- Full name of parent completing the application
- DOB of parent completing the application
- National Insurance Number of parent completing the application
- Telephone number for parent completing the application

Please feel free to click on the following link for further information;

<https://www.trafford.gov.uk/residents/children-and-families/childcare-and-early-education/free-places-for-3-and-4-year-olds.aspx>

The offer of a full time place cannot be confirmed until you have supplied school with all the information detailed above.

Please note that in order for your child to start Full Time Nursery in the September of the relevant Academic year, your application for eligibility must be granted before 31st August of the same year. Any applications granted after this date will mean your child will not be eligible to start Full Time Nursery in the September. Please bear in mind that the school

office closes mid July and would not be in a position to consider offering a Full Time place to applications arriving thereafter.

To ensure you secure your child's place in Full Time Nursery, all processes indicated above must be completed before the end of the School Summer term. If the eligibility code and other information requested has not been provided before the beginning of the last week of the School Summer Term before the child starts in September, then the child's place will be at risk.

Renewal of eligibility for 30 hour provision

All parents who have received eligibility for a 30 hours place will be given an **eligibility validity end date** and a **grace period end date**. Please note that all parents must renew their child's eligibility **every three months** and provide the school with the updated eligibility validity end date and updated grace period end date each time. Failure to do so will put your child's 30 hour place at risk.

Changes to a family's eligibility

If one or both parent's employment circumstances change, this may lead to the child no longer being eligible for a 30 hour place. This is decided by the government and not Kings Road Primary School Nursery. In this instance, the child will remain in 30 hours provision for the entirety of the grace period offered by the government. Once the grace period comes to an end, if the parents are still no longer eligible for 30 hours provision, the child will then only be able to access 15 hours of Free Early Education at Kings Road Primary School Nursery and their 30 hour place will be offered to another eligible family. If there are no 15 hour places available at Kings Road Primary School Nursery, unfortunately the child will no longer be able to attend the Nursery.

In some circumstances, it would be at the discretion of the Head teacher to offer a 'paid top up option' to parents to maintain the child's 30 hour place.

When Full Time Nursery is full

If the demand for eligible Full Time Nursery places exceeds the number of places available (26), and there are available places in both our Morning (AM) and Afternoon (PM) Nursery classes, we will consider offering 30 hours within our part time classroom. Parents who may be interested in taking up one of these places should consider the following:

- Your child will attend morning and afternoon nursery, meaning that there will be different part time children attending each session.
- As there would be part time children in each session, your child may repeat some learning in the afternoon which they have already taken part in during the morning session (e.g. singing the same song or consolidating some phonics learning). Where possible, this would be avoided.

If at any point in the year there was a further influx of demand for part time places, we are duty bound to offer these and therefore would need to reduce the offer of 30 hours for

some children back to 15 hours but we would provide a terms notice in these circumstances.

Please note if you were to be offered a full time place within our part time nursery setting, you **must complete the government eligibility process** as explained above.

30 hour place lunches and additional charges

If parents, who are entitled to the 30 hours free provision, are offered and accept a full time Nursery place or a full time place in the part time class, they must provide a packed lunch for their child each day as school meals are not prepared for Nursery children. **They will also be charged for the additional lunchtime hours (5 hours per week) as this does not count as educational provision.** This supervision is at a cost of £15 per week per child to be paid half termly in advance. Full payment of £15 per week is required regardless of whether your child is in school or not. If any parent needs to discuss an alternative way to meet this cost, please do not hesitate to contact us so Mr Morgan can consider other options if necessary.

Parents who wish to take their child home over the lunchtime period (if having accepted a place that involved full day attendance) then they are entitled to do so. Otherwise a charge will be levied as above. Parents must choose one option or the other and can not do a mixture of both.

Admissions process for Nursery

- All applications for Kings Road Primary School Nursery need to be submitted to school by no later than February half term preceding the September start date.
- Application forms are available from the school office. **All applications need to be supported by a copy of the child's birth certificate or passport.**
- After the February half term, parents will be contacted to confirm if the place is still wanted and to see if the child is eligible for and requires 15 hour or 30 hour provision. With regards to 15 hour places, parents will be asked for a preference in terms of a morning or afternoon place. The school reserves the right to allocate the places as it sees fit but we will try to accommodate requests where possible.
- With regards to both our 15 hour and 30 hour places, if we receive a higher number of applications than we are able to accommodate, the admissions criteria will be adhered to
- Based on the above criteria, a provisional offer of a place will be made in writing via email no later than the end of March. The provisional place must be accepted by the date stated on the offer email.
- All Nursery aged children will start in the Autumn term. Account will be taken of the settling in needs of the summer born children.
- In the Summer term before starting in the September, all children who have been offered a provisional place at our Nursery will be invited to a taster session. **A confirmed offer of a place cannot be made if these taster sessions are not attended.**

- Prior to starting, in the first week of September every child will receive a home visit from two of the Nursery staff. This is a chance for parents to ask any questions regarding this important phase of their child's life.
- To make the transition easier for the children, there will be a staggered intake during the first few weeks of the Autumn term, in small groups. Further information regarding this is given directly to parents so they know well in advance when their child will take up their full hours in Nursery.

Early Entry Admissions for Nursery

- If there are places available in Kings Road Primary School Nursery after the initial September intake we will offer an early start date for children to start the term after their 3rd birthday. Therefore children turning 3 years old between September and December will be eligible to take up an available place from the following January. Children turning 3 between January and March will be eligible to take up an available place starting after the Easter holidays.
- Early start places will be allocated on a first come first served basis according to when the application was received.
- Before any offer of an early start place can be made, your child must attend a taster session. Taster sessions will be arranged by the Nursery teacher and details will be forwarded to parents.
- If an early start place is accepted, this place will be guaranteed for the child until the end of the academic year before they move into Reception.

Entry to the Reception Class at Kings Road Primary School

If your child takes up a place at Kings Road Primary School Nursery, it does not guarantee or mean that they will automatically be allocated a place in the School Reception class. This is managed by the Local Authority and all applications must be processed by them. It is the parents' responsibility to apply to the local authority for a school place in our Reception class at the appropriate time.

<https://www.trafford.gov.uk/residents/schools/school-admissions/primary-school-places.aspx>

Appendix

For further information in relation to 'paid for top up' sessions for Full Time Nursery, please contact the school office on 0161 881 3571 for a copy of our Nursery Admissions Policy Appendix ('paid for top up' sessions)