

Kings Road CPS



Nursery Admissions Policy

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1. Introduction

At Kings Road Primary School Nursery, we are committed to providing a warm, nurturing and stimulating environment where every child is valued as an individual. We believe that early childhood is a vital stage in a child's development and aim to create secure foundations for lifelong learning through high-quality provision and strong partnerships with families.

This policy sets out a fair, clear and transparent process for allocating nursery places in line with current Department for Education statutory guidance and Trafford Local Authority requirements.

2. Aims

- To provide fair and equitable access to nursery provision for all children
 - To ensure every child can access their funded entitlement without barriers
 - To promote a caring, inclusive environment where children feel safe, confident and ready to learn
 - To support children's personal, social and emotional development alongside early academic skills
 - To work in partnership with parents and carers to support each child's unique journey
 - To operate a clear, consistent and transparent admissions process
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3. Our Ethos and Values

Kings Road Primary School Nursery is underpinned by a strong ethos of inclusion, respect and high expectations.

We:

- Celebrate diversity and promote equality for all children and families
 - Foster independence, curiosity and a love of learning through play-based experiences
 - Value positive relationships between children, staff and families
 - Recognise that every child develops at their own pace and tailor support accordingly
 - Strive to ensure all children feel a strong sense of belonging within our school community
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4. Funded Early Education Entitlement

All eligible children are entitled to:

- 15 hours per week (universal entitlement)
- Up to 30 hours per week for eligible working families

Funded hours are:

- Free at the point of delivery

- Available over 38 weeks per year (term time)

Parents are not required to purchase additional hours or services to access their child's funded entitlement, however we do offer a paid option to top up additional hours beyond the funded entitlement (for example, parents who are not eligible for 30 hours are able to choose to pay for an additional 15 hours).

Optional charges may apply for consumables (these are voluntary).

5. Nursery Provision

We offer a nursery provision designed to meet the needs of children and families.

Available places:

- 30-hour places (full-time) for eligible families
- 15-hour places (morning or afternoon sessions) for all.

Session times:

- Full day: 8:30am – 3:15pm
- Morning: 8:30am – 11:30am
- Afternoon: 12:30pm – 3:30pm

We aim to accommodate parental preferences where possible, while ensuring places are allocated fairly.

6. Admissions Criteria (Oversubscription)

Where applications exceed available places, places will be allocated in the following priority order:

1. Looked After Children and previously Looked After Children
 2. Children with an Education, Health and Care Plan (EHCP) naming the school
 3. Children with exceptional social or medical need, that make attendance at Kings Road Primary School essential (supported by professional evidence e.g. Psychologist, Consultant)
 4. Children living within the school's catchment area
 5. Children already taking up a place from the previous academic year (Early Admissions)
 6. Children attending the school's associated early years provision (Amaryllis Pre-School)
 7. Children with a sibling attending the main school at the time of admission
 8. Other children
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7. Distance Measurement

Distance will be measured in a straight line from the child's home address to the school using Trafford Local Authority's agreed system.

7. Waiting List

A waiting list will be maintained when the nursery is oversubscribed.

- Children will remain on the waiting list until the end of the academic year
 - The waiting list will be ranked according to the admissions criteria
 - Positions may change if new applications are received
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8. Application Process

- 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.
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9. 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.
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10. Allocation of Places

- Places are allocated strictly in accordance with the admissions criteria
 - Offers must be accepted by the stated deadline
 - Late applications will be considered after on-time applications
 - Parents will be notified of outcomes in writing
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11. 30-Hour Eligibility

Parents applying for 30-hour provision must:

- Provide a valid eligibility code
- Reconfirm eligibility every three months

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/children-young-people-and-families/childcare-and-early-years/funded-early-education>

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.

If eligibility ceases

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, they will be offered the option of a paid 15 hour top up to continue their child's 30 hour provision. If this is declined, the child will only be able to access their 15 hours of Free Early Education at Kings Road Primary School Nursery.

Lunches for 30 hour places

If parents are offered and accept a full time Nursery place, they must provide a packed lunch for their child each day as school meals are not prepared for Nursery children. Currently we do not charge for lunchtime supervision (which is over and above the 30 funded hours). However this is constantly under review.

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.

12. Special Educational Needs and Disabilities (SEND)

We are committed to inclusive practice and ensuring that all children can access high-quality early education.

- Children with SEND will be admitted in line with this policy
 - Reasonable adjustments will be made to support access and participation
 - We will work closely with parents, carers and external professionals to meet individual needs
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13. Attendance

Regular attendance supports children's development, wellbeing and sense of routine.

- We work in partnership with families to encourage good attendance
 - Where concerns arise, we will support families to improve attendance
 - Any decisions regarding places will be fair, proportionate and discussed with parents
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14. Settling-In Arrangements

We recognise that starting nursery is an important transition for both children and families.

- All children offered a place must attend initial taster sessions to meet the staff and children in Nursery
 - A phased and supportive settling-in period will be offered where appropriate
 - Further visits and transition opportunities may be provided
 - These arrangements are designed to support children and ensure their best interests are maintained.
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15. Equal Opportunities

Kings Road Primary School Nursery is fully inclusive and committed to equality of opportunity.

We do not discriminate on the basis of:

- Race
 - Religion or belief
 - Gender
 - Disability
 - Sexual orientation
 - Socio-economic background
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16. Appeals

If a parent is unhappy with an admissions decision, they may request a review by writing to the Headteacher.

A response will be provided following a review of the application against the published criteria.

17. Transition to Reception

Attendance at the nursery does not guarantee a place in the Reception class.

Reception admissions are managed by Trafford Local Authority and require a separate application. 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>

18. Monitoring and Review

This policy will be reviewed annually to ensure it remains compliant with statutory guidance and Trafford Local Authority requirements, while continuing to reflect the values and ethos of Kings Road Primary School Nursery.