

# 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.

### **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 Universal Free Early Education for 15 hours per week to all families and also for 30 hours per week for those families who are eligible.

### **Universal 15 hour provision**

There are 52 places available for Universal 15 hour (Part Time) 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.

### **Eligibility for 30 hour provision**

There are 26 places available for 30 hour (Full-Time) provision; Monday to Friday 8.30am – 3.15pm during term time only.

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 can not 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.**

Once all of our '30 hour places' have been allocated, we can only offer 15 hour places (regardless of eligibility for 30 hour provision) should there be any 15 hour places still available.

### **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.

### **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.

### **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 date, 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 our 30 hour places, if we receive a higher number of applications than we are able to accommodate, the above criteria will be adhered to
- Based on the above criteria, an offer of a place will be made in writing via email no later than the end of March. In order for the place to be secured, it 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 are taking up a place at our Nursery will be invited to a taster session and prior to starting 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 3<sup>rd</sup> 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)