



Nursery Admissions Policy

The Nursery offers the following places:

52 part time places (26 mornings and 26 afternoons) or

3 full days, 4 full days, 5 full days up to a capacity of 26 FTE places

Attendance will vary from part-time to 5 full days depending on demand.

Entitlement

Working parents (**both earning the equivalent of 16 hours per week at the national minimum wage or the sole parent is working in a lone parent family**) are entitled to 30 hours (15 existing hours plus an extra 15 hours, if eligible) free provision per week from September 2017.

Parents who do not fall into this category are entitled to 15 hours free provision per week. These hours will be offered as either a part time morning place of 15 hours (8.45-11.45 am), a part time afternoon place of 15 hours (12.15-3.15 pm) or as part of the 3 full day offer (19.5 hours including lunch break each day of 30mins), 4 full day offer (26 hours including lunch break each day of 30mins) or 5 full day offer (32.5 hours including lunch break each day of 30mins each day).

Parents will need to apply online to HMRC to access the extra 15 hour free entitlement. If they are eligible they will receive a code that will be need to be checked by the school. Parents need to check carefully with HMRC to see whether they are entitled and to apply for that entitlement as soon as is practicably possible.

All hours offered in our Nursery must be funded through this free entitlement of either 15 hours or up to 30 hours for those families entitled to access these extra hours. Please see 'Charging for Nursery Spaces' section in regards to charging costs that will apply for lunchtime hours and additional hours.

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Admission

Children are normally admitted once a year to correspond with school practice. This will be in September and there may be a staggered entry. Usually children will attend the Nursery for one year prior to entering the Reception class of an Infant / Primary School.

The child's name on the admission list does not constitute the promise of a place in the Nursery. Nor does application or attendance mean admission to the main school. Admission to Cloverlea Primary School requires separate application through the LEA common application form and places are offered according to Trafford's Admission Policy.

No places are available for children under three years of age.

Applications will be accepted from the date of the child's second birthday.

Places will be allocated for September entry according to the following criteria. The Governors will try to satisfy the first choice for full/part-time places made by parents in the following priority order:

- Looked after children (i.e. those children who are in public care, e.g. foster care, or living in a children's home) in zone.
- Looked after children out-of-zone.
- In-zone applicants with siblings already attending the school.
- Other in-zone applicants.
- Out-of-zone applicants with siblings already attending school.
- Other out-of-zone applicants.

Oversubscription criteria

If there are more applicants than can be accommodated at the school at any stage then places at the oversubscribed stage will be offered to those children whose place of residence is nearest the school, measured in a direct straight line by GPS from the front door of the child's place of residence to the main entrance of the school.

Consideration will be given to children with particular categories of Special Needs. However, this will be subject to the requirement of maintaining an appropriate balance in the Nursery Unit. This will involve

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taking into account 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/her 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.

All applications will be carefully considered by the Nursery teacher and Headteacher in accordance with the Governors Admissions criteria. Places will be offered according to the admissions criteria outlined above and on the professional judgment of the Headteacher who will consider the overall situation in order to benefit all the Nursery children.

Parents will be asked to provide proof of residency at their stated home address in order that the admission criteria can be applied fairly. If proof of residency cannot be confirmed then the offer of a place may be withdrawn.

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.

Charging for Nursery places

If parents, who are entitled to the 30 hours free provision, are offered and accept a full day place (5, 4 or 3 full days) in the nursery **THEY WILL BE CHARGED FOR THE ADDITIONAL LUNCHTIME HOURS AS THIS TIME DOES NOT COUNT AS EDUCATIONAL PROVISION**. These charges will be levied in line with the school's 'Charging Policy'.

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 in line

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with the school's 'Charging Policy'. Parents will need to decide for each term in advance, whether they wish to take their child home over the lunchtime period for that term.

If parents (those entitled to the 15 free hours) are offered and accept full days (3, 4 or 5) in the nursery **THEY WILL BE CHARGED FOR THE ADDITIONAL HOURS, INCLUDING THE LUNCHTIME HOURS AS ABOVE, FOR ANYTHING OVER AND ABOVE THE 15 HOURS FREE WEEKLY ENTITLEMENT.** These charges will be levied in line with the school's 'Charging Policy'.

The school will accept workplace issued Nursery vouchers (salary sacrifice schemes) as a method of payment. SEE CHARGING POLICY AND NURSERY CONTRACT FOR MORE DETAILS

Admissions procedure

To apply for a place in the Nursery, parents should complete a Cloverlea Nursery Admission Form and return it to school as soon as possible. Parents should give full information in order to assist in the allocation of places. All details are confidential. These forms should be returned to school by **the beginning of February** in order to be considered for the **September** admission procedure. Any applications received after this date will be considered after all other applications.

When a place is available the school will inform applicants by letter. Applicants will be informed of availability of places from a certain date in **February**.

A first wave of offers will be sent out initially. When these offers have been accepted/rejected and there are still places available, a second wave of offers will be sent out and so on until all places have been allocated.

Parents will need to accept the place in writing within 2 weeks of the offer otherwise the place will be withdrawn, and offered to another child.

Proof of residency will need to be submitted to the school office on the acceptance of a place. Details of the proof required will be outlined in the offer letter.

All children who intend taking up a place at our nursery will receive a home visit from a member of the Nursery staff. This is a chance for parents to ask any questions regarding this important phase of their child's life. All appropriate forms will be completed at this stage.

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Each Nursery intake will be staggered with small groups becoming well established before further children are admitted.

Emergency contact numbers must be provided and regularly updated by parents.

Children must be brought and collected punctually by a responsible adult over the age of 16. That adult must ensure that they make their presence known to the Nursery staff, so that they can register the child's arrival and collection.

Withdrawal of places

Places in our nursery may be withdrawn in the following circumstances,

- There is a poor record of attendance or persistent lateness
- There is non-payment of any fees due and there is increasing debt. This may lead to the place being suspended until the required payments have been made.
- Where parents are no longer entitled to 30 hours free provision because their eligibility has changed. In such cases, parents would be invited to use the top-up fees facility to maintain the place in any such circumstances. Otherwise the place would have to be reduced to the 15 hour entitlement, dependent on places available, ideally these 15 hours would be taken as a morning or afternoon place, but this might not be possible if all these places are taken. Therefore, the school has the right to offer the 15 hours within existing place vacancies.

Right of appeal

Decisions made on offering Nursery places are made by the school in line with the admission criteria outlined. You have the right to appeal against any decision made and a governor's appeal panel has been set up specifically for this purpose.

If you wish to exercise your right of appeal please write to the governor's appeal's panel, c/o the Headteacher (or email on cloverleaprim.admin@trafford.gov.uk). The closing date for receipt of appeals is 28 days from the receipt of the final decision letter.

Any appeal must be based on whether the school followed its agreed admission arrangements. The appeal must state why the parent believes that the school has not followed these arrangements.

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Review the policy

This policy will be reviewed every year and any amendments presented to Governors.

Chair of Governors

Dated

C McConnell

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