



WILLOWS PRIMARY SCHOOL

Nursery Admissions Policy 2023

1. 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.

2. All 3 year olds in Trafford LA are entitled to free nursery provision for 15 hours a week. Therefore in line with LA guidance, we will offer 15 hour places. At the Willows Primary School we will also offer 'Top up' places for parents who want their child in nursery above the 15 hours **(who are not eligible for the 30 free hour provision)**.

These hours will be offered as either:

- * a part time morning place of 15 hours free (8.50-11.50 am),
- * a part time afternoon place of 15 hours free (12.20-3.20 pm)
- * as part of the 3 full day offer (15 hours free with 4.5 hours top up including lunchtime supervision)
- * 4 full day offer (15 hours free with 11 hours top up including lunchtime supervision)
- * 5 full day offer (15 hours free with 17.5 hours top up including lunchtime supervision)

Working parents (both earning the equivalent of 16 hours per week at the national minimum wage - less than £100,000 each) are entitled to 30 free hours (15 existing free hours plus an extra 15 free hours if eligible) free provision per week.

These hours will be offered as either:

- * a part time morning place of 15 hours (8.50-11.50 am),
- * a part time afternoon place of 15 hours (12.20-3.20 pm)
- * as part of the 3 full day offer (18 hours with an additional lunch break each day of 30 mins),
- * 4 full day offer (24 hours with an additional lunch break each day of 30 mins)
- * 5 full day offer (30 hours with an additional lunch break each day of 30 minutes each day).

Parents may choose to collect their child for lunch from 11.50am – 12.20pm or alternatively choose to pay for lunchtime supervision.

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.

All hours offered at the Willows Nursery must be funded by this entitlement.

3. 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.

4. 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 the Willows Primary School requires separate application through the LEA common application form and places are offered according to Trafford's Admission Policy.
5. No places are available for children under three years of age.
6. Applications will be accepted from the date of the child's second birthday. (Please contact the school for application deadlines)
7. 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:
 - i) 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.
 - ii) Looked after children out-of-zone.
 - iii) In-zone applicants with siblings already attending the school.
 - iv) Other in-zone applicants.
 - v) Out-of-zone applicants with siblings already attending school.
 - vi) Other Trafford out-of-zone applicants.
 - vii) Other Authority out-of-zone applicants.
8. 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 who reside in Trafford and their address 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. Any other remaining places after that will then be offered to those children who reside outside Trafford Authority and their address 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.
9. 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 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 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 (see Point 7 above).
10. 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.

Increase in hours during the school year are subject to there being suitable vacancies and left to the discretion of the Headteacher

Reduction or termination of hours require half a term's notice in writing.
11. All applications will be carefully considered by the Nursery teacher and Headteacher in accordance with the 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.

12. 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.
13. 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

Those entitled to the 30 free hours

1. If parents (those entitled to the 30 free hours) are offered and accept a place in the nursery they can choose to take up the opportunity of 30mins lunchtime supervision for which a charge will be made. These charges will be levied in line with the school's 'Charging Policy'. Parents may collect their child at 11.50am and return at 12.20pm if they would prefer.

Those entitled to the 15 free hours

2. 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 (including half an hour for lunch) hours over and above the 15 hours free weekly entitlement. These charges will be levied in line with the school's 'Charging Policy'.
3. 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

PAYMENT STRUCTURE

1. All fees will need to be paid by the first day of the new term. Invoices will be sent out from the school showing the amount that needs to be paid every term.
2. Charges will be made for sessions even when a child is absent due to sickness or a holiday.
3. Payment of unpaid fees will normally be pursued through the small claims court.
4. If payment has not been received within four weeks of the date of the invoice then the child's place at nursery, for top up sessions, will be at risk.

WITHDRAWAL OF PLACES

1. Parents are advised that a poor attendance record or persistent lateness, may lead to their child's place being withdrawn.
2. Non-payment of fees and if there is an increasing debt in relation to a top up place will lead to the top up place being suspended until the required payments have been made.
3. Where parents are no longer entitled to 30 hours provision because their eligibility has changed. There will be a 'Grace Period' in line with government advice and guidance which is still to be issued. In such a case the nursery place may be secured if the parents choose to pay for the top up hours.

ADMISSIONS PROCEDURE

1. To apply for a place in the Nursery, parents should complete a Willows 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 Friday 13th December 2019 in order to be considered for the September 2020 intake and by Friday 11th December 2020 in order to be considered for the September 2021 Nursery intake. Any applications received after this date will be considered after all other applications.

2. A questionnaire as to your preferences will be issued in the December before the relevant intake.
3. A first wave of offers will be sent out in February . 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.
4. 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.
5. 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.
6. Each Nursery intake will be staggered with small groups becoming well established before further children are admitted.
7. Emergency contact numbers must be provided and regularly updated by parents.
8. Children must be brought and collected punctually by a responsible adult over the age of 18. 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. An information sheet will be provided for parents to indicate a password for alternative adults to use on collection.

RIGHT OF APPEAL

1. Decisions made on offering Nursery places are made by the school in line with the admission criteria outlined in Section 7 above. You have the right to appeal against any decision made and a governor's appeal panel has been set up specifically for this purpose.
2. 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 willows.admin@trafford.gov.uk). The closing date for receipt of appeals is 28 days from the receipt of the final decision letter.
3. **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.**

POLICY REVIEW

This policy will be updated annually by a meeting of the Governors Finance Committee in the spring term of each year.

Reviewed on September 2023

Signed

Headteacher

Signed

Chair of Finance Committee