



# **Woodhouse Primary School**

## **Nursery Admissions Policy**

## **Introduction**

All 3 year olds in Trafford LA are entitled to free nursery provision for the equivalent of 15 hours a week. Therefore, in line with LA guidance, we will offer 15 hour places. Working parents (earning the equivalent of 16 hours per week at the national minimum wage) are entitled to 30 hours (15 existing hours plus an extra 15 hours if eligible) free provision per week from September 2017.

## **Our Provision**

At Woodhouse Primary we can offer 15 hour and 30 hour places. 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 hour provision.

In the first instance we will offer 13, 30 hour places and 26 part-time places. We will always endeavor to meet parental choice but the oversubscription criteria will apply if we receive more applications than places. If we do not receive applications for all part-time places they will be converted into 30 hours places and vice versa to meet demand.

### **15 hours:**

Within our nursery any parent who is entitled to have their child in nursery for 15 hours a week will be offered either 5 mornings or 5 afternoons. Although parents will be asked their preference over a morning or an afternoon place, we cannot always guarantee it.

Morning Session: 9:00am - 12:00pm

Afternoon Session: 12:30pm – 3:30pm

### **30 hours:**

Parents who meet the following criteria will be entitled to have 30 hours of nursery provision:

- both parents are working (or the sole parent is working in a lone parent family) and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year.
- it is a one parent household and the working parent meets the income rules.
- Working will include employed and self-employed persons.

Parents will not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW. This means that, when the new entitlement goes live, a working parent who is over 25 will need to earn a weekly minimum equivalent of £115.20 whereas a working parent who is 21 will need to earn weekly minimum equivalent of around £107 (at this year's rates). Parents on zero contract hours who meet the criteria are included in the entitlement criteria.

There are some exceptions from two parent rules and children will also be entitled if:

- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave
- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay.
- one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or

- one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

This criteria is subject to the current government legislation and this policy is subject to change and will continue to work in line with the statutory guidance in 'Early education and childcare'.

**Parents will need to apply online to HMRC to access the extra free entitlement. If they are eligible they will receive a code that will be need to be checked by the school.**

**Eligibility will be checked by HMRC every 3 months. Parents will receive notifications from HMRC to remind you to do this. It is important that you complete this check or your funding will stop and you may be asked to pay for the hours.**

Parents are entitled to select where they would like to use the 30 hours of nursery provision, however any parent who is eligible for 30 hours of nursery provision and would like to utilise Woodhouse Primary School must use ALL of the 30 hours in this setting. As the day is split into a morning and afternoon session there will be a charge of £3.00 a day to provide cover over the lunch period. If you do not want to pay this charge you will be free to collect your child at 12.00 after the morning session and bring them back to school at 12.30 for the afternoon session. There will be an additional cost of £2.25 a day if you would like your child to have a school lunch.

Alternatively your child could bring a packed lunch.

### **Grace period:**

Where parents no longer meet the eligibility criteria, Local Authorities are expected to provide a 'grace period' so that funding will continue for a given time.

### **Top Up Sessions**

Top Up sessions will be allocated at the Headteacher's discretion according to the current fees and terms and conditions. If we are able to provide top-up sessions they will run from 12.30pm-3.30pm. As you are entitled to 15 hours free provision, the top-up costs will include provision from 12.00pm – 3.30pm (4 ½ hours). Therefore anyone who is utilising the 'top-up' facility will be allocated a morning session for the 'free' 15 hours and all 'top-up' will be part of the afternoon session. Top up sessions will have to be agreed on a half term basis and payment for the sessions will need to be paid in advance.

### **Payment structure:**

- Nursery 'top up' sessions will work out at a cost of £15.00 a day,
- All fees are required in advance. Invoices will be sent out from the school showing the amount that needs to be paid. Payments can be made through our ParentPay system.
- Charges will be made for sessions even when a child is absent due to sickness or a holiday.

### **Non-Payment fees:**

- If payment has not been received within four weeks of the date of the invoice then the child's place at nursery, for the 'top-up' sessions, will be at risk.

### **Withdrawal of places:**

- Non-payment of fees and 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.
- Where parents are no longer entitled to 30 hours of provision because their eligibility has changed they will be offered a 'top up' place if they would like extended provision to continue.

### **Criteria for Admission**

These criteria have been laid down by the Governing Body of Woodhouse Primary School and places will be allocated based on the order in which they are listed.

1. Children with a statement of Special Education Needs;
2. Children with Special Educational Needs without a statement;
3. Looked After Children;
4. Children living in a family relationship at the same address as a child already attending the school;
5. The distance from home to school, measured by the shortest walking distance.

### **Intake**

All children who intend taking up a place at our nursery will receive a home-visit from our nursery teacher. 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, they will be staggered in, in groups. This information is given directly to parents so they know well in advance when their child has a visit.

### **ADMISSIONS PROCEDURE**

1. To apply for a place in the Nursery, parents should complete a 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.
2. When a place is available the school will inform applicants by letter. Applicants will be informed of availability of places from **mid-February**.
3. 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.
4. Each Nursery intake will require a home visit before the child can start. In addition there will be a stay and play session for the parents to attend to ease transition.
5. Emergency contact numbers and any medical information must be provided and regularly updated by parents.
6. 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. Please inform the nursery teacher of who has permission to pick up your child.

As the criteria for Reception and Nursery admissions differ, it must be remembered that although your child may be offered a place in the Nursery, there **IS NO GUARANTEE** of a Reception place the following year.

**PLEASE NOTE** - this will apply even if your child has a sibling at school.

Copies of Trafford's admission policy for Reception are available from the school or [www.trafford.gov.uk](http://www.trafford.gov.uk)

This policy will be reviewed each year based on numbers of children wishing to attend and any change in legislation, taking into account all factors which include organisational, staffing and budgetary issues.

Policy reviewed: January 2020

Approved by governors: