



FLIXTON PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY AND PROCEDURES

Admissions

To enquire about admission into Flixton Primary School Nursery we request a completed Nursery application form. These can be obtained from the Flixton Primary School Infant Department office. All parents and carers must be made aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the Trafford admissions procedure when the child reaches school age to enter Reception.

The Board of Governors of Flixton Primary School have decided that the majority of places at the Nursery will be offered on a full-time basis. The Nursery is 52 place Nursery, meaning that there are 26 Morning and 26 Afternoon places to be allocated. It is the intention of the Board of Governors to initially offer 20 full-time places and 12 part-time places (6 Morning and 6 Afternoon places).

If parents are eligible for the Extended Entitlement (30 Hours) Offer (See Extended Entitlement below), they may use their 30 hours at Flixton Primary School. If parents are not eligible for Extended Entitlement, there is a top-up fee of £15 per session (£75 per week) to access a full time place if required in the Nursery, as the first 15 hours are provided as Universal Entitlement.

Age Entry

Children can be admitted to Nursery at the start of the academic year following their third birthday if places are available. No child will be placed on the consideration list until they have reached their second birthday.

Sessions

The Nursery operates on a term time basis only and these dates are published on the Flixton Primary School website. There are thirty hours of Nursery during the school week.

The session times are as follows:

- 8.40am -11.40am (session 1)
- 11:40am – 12.25pm midday (lunch)
- 12:25pm – 3:25pm (session 2)

Lunchtime supervision is not included as part of the funded hours. Parents can arrange for their child to go home for lunch, or if they remain on the premises there is a small charge of £3 per day to fund the additional lunchtime cover required.

Universal Entitlement (15 hours)

Every child is entitled to 15 hours free funding which can be spread across the week. Any extra hours, over and above the 15 hour per week universal entitlement, will be charged for unless parents are eligible for Extended Entitlement (see below), including a charge for lunchtime supervision when attending for a full day. Fees will be payable in advance on receipt of an invoice at a rate agreed by the Board of Governors. Please note that that non-payment of the invoice will result in a loss of the child's place.

Extended Entitlement (30 hours funding)

From September 2017 there has been 30 hours funded entitlement for working parents. Lunchtime supervision is not included as part of the funded hours. Parents can arrange for their child to go home for lunch, or if they remain on the premises there is a small charge of £3 per day to fund the additional lunchtime cover required.

Eligibility for the additional free hours is determined by HMRC through the online application and parents must apply every 3 months via the Government's Online Childcare Service. Parents of three

and four year olds will need to meet the following criteria (published by the Department for Education in March 2017) in order to be eligible for up to 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c. £6,000 a year) for each parent over 25 years old or £112.80 a week (or c. £5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

If a parent loses eligibility:

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement and would then be required to pay the full time top-up fee.

The school will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place. An application form for a Flixton Primary School Nursery place in the September intake should be completed by parents and submitted to the school by 15th January which precedes the academic year in which the child will have his or her fourth birthday.

Parents/guardians will need to accept the place in writing, on the reply form provided. Applications received after this date will be considered once the first application round is completed and places have been allocated.

Flixton Primary School Nursery Admissions and Oversubscription Criteria

Where there are more applications than places the following criteria will be used to decide which children are offered a place:

1. "Looked after" children (as defined in the Education Act 2002 – Admissions).
2. Those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit).
3. Those children who live in the catchment area of the Nursery.
4. Sibling children who live outside the catchment of the requested school, with a sibling attending this school at the time of the applicant's proposed admission.
5. Distance - Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.

Within the above criteria, distance from the Nursery is the tie breaker. If there are more applications, for example, in the first two criteria than there are places, distance from the Nursery will be used to allocate an order of offers being made. The school uses Trafford Admissions to determine the distance from home address to the Nursery.

Informing Parents Regarding Applications

When a place is available the school will inform applicants as above. If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a consideration list.

- A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.
- No child will be placed on the consideration list until they have reached their second birthday.
- The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.
- Parents will be sent confirmation if they are given a place.

Parents/guardians will need to accept the place in writing, on the reply form provided.

Decisions on Places and Attendance in the Nursery Class

The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school. All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the Trafford admissions procedure when the child reaches school age.

Additional Information

Please be aware if your child is attending for more than funded hours, fees will be payable in advance. You will be invoiced and non-payment will result in a loss of the place. Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause may lead to their child's place being given to someone else. Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 18 years. The adult who accompanies the child will need to ensure that they register the child at the beginning of each session and make their presence known to staff when they collect a child.

Parents/guardians will be asked to provide emergency contact numbers.

This Nursery Admission Policy will be available for parents and has been endorsed by the Board of Governors of the school who will review it when necessary, in the light of any legislative or substantive changes.