



# **WORTHINGTON PRIMARY SCHOOL, SALE NURSERY ADMISSIONS POLICY Admission from September 2024**

## **Application Dates**

**Application Deadline Monday 22nd January 2024**

**Offers sent out Friday 9<sup>th</sup> February 2024**

**Please Note: Parents should be aware that free early education from 15 to 30 hours per week for 38 weeks of the year for some 3 and 4 year old children is now available.**

All Nursery aged children are eligible for 15 hours free Nursery provision. Some may become eligible for 30 hours, provided you as parents fulfil certain criteria as listed below:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England

An application form to see if you are eligible for this additional funding, is available from the HMRC website.

Policy Reviewed December 2023

# **WORTHINGTON PRIMARY SCHOOL, SALE NURSERY ADMISSIONS POLICY**

Worthington Primary School is a Community Primary School where Trafford Local Authority is the admissions authority. A decision regarding admission for a child to our Reception class and above is made by Trafford.

However, for admissions to our Nursery, the School's Governing Body, not the Local Education Authority, is the admissions authority. Therefore, we invite applications from parents of children who may wish a place at our Nursery.

The following policy has been agreed by the Governing Body for admission to the Nursery after 1<sup>st</sup> September 2024. The policy is published in the school prospectus and on the website and follows the latest Government legislation regarding admissions.

By law no Nursery class may contain more than 26 children in each session. The standard number for admission is therefore 52 i.e. 26 in the morning session and 26 in the afternoon session. Under current legislation all children of Nursery age are entitled to 15 hours funded provision each week. At Worthington Primary, Sale the 15 hours funded provision can be taken over 5 morning sessions of 3 hours or 5 afternoon sessions of 3 hours dependent upon availability. Funded provision is financed by central and local government. If you are eligible for 30 hours funded nursery provision, you have the option of taking up all 30 hours in our setting, subject to availability. For those children staying all day, there is an additional charge (£4.50 daily) for lunchtime supervision.

In the event that there are more applicants than places, the Governing Body will put the applications into rank order according to the agreed over-subscription criteria to determine the allocation of the weekly provision.

In the event there are fewer applicants than places, the Governing Body has agreed that any available sessions will be offered to parents who wish to either take up additional funded hours or purchase additional sessions over and above the 15-hour funded provision. These are charged at £15 per session, in addition to the £4.50 lunchtime charge.

Parents should indicate on the Nursery Application Form if they wish to either take up additional funded hours or purchase additional chargeable sessions. Ad hoc bookings are not accepted for Nursery sessions. A regular pattern of attendance must be booked for a whole term at least.

Parents will be sent a letter confirming both the funded and, if required, chargeable sessions the school can offer.

Parents will be invoiced each half term for additional chargeable sessions if applicable.

Notice can be given by either party to amend the contract by giving a half-term's notice.

Parents will be asked to sign an Agreement with regard to the provision of funded and chargeable sessions.

## **APPLICATIONS FOR NURSERY**

Application to the Nursery class does not constitute a promise of a place in the Primary School, nor does it preclude the admission of a child to any other Infant or Primary School in the area.

Children are eligible for admission in the September after they reach their 3<sup>rd</sup> birthday.

Applications for Nursery have opening and closing dates which are clearly stated on the relevant application form. This can be downloaded from the school's website or a hard copy may be obtained from the school office.

## **ALLOCATION OF PLACES**

The headteacher maintains an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place.

Allocations for September 2024 intake will be made to children who are 3 years old by 1<sup>st</sup> September 2024. The deadline for applications is 22<sup>nd</sup> January 2024. Notification will be sent to parents on 9<sup>th</sup> February 2024 and places will be allocated using the oversubscription criteria as set out below.

### **How Parents can apply for additional sessions**

At the time when offers of places are being made, the number of additional sessions available will be decided by the Headteacher.

The school does not guarantee that additional sessions will be available to each funded place.

Process:

1. Applications for funded places and additional sessions are made on the same application form by the determined deadline.
2. The Headteacher determines the number of additional sessions available.
3. The information on charges, terms and conditions will be available from the school office.
4. Applicants will be informed whether or not they have been offered additional sessions within their offer of a funded place.
5. Applicants will be issued with agreement documents for additional sessions.
6. Places must be accepted/agreement documents returned by the determined deadline.

Please also refer to the school's charging policy and the agreement documents for the charged places.

Oversubscription criteria for charged places are identical to the criteria for funded places.

Applications for funded places take priority.

## **Oversubscription Criteria**

If the School receives more applications than there are places the following oversubscription criteria will be applied in the following priority order:

- Looked After Children (Children in the care of the Local Authority)  
Definition: Looked After Children and previously Looked After Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or Special Guardianship Order).
- 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).
- Those children who live in the catchment area of our school.
- Children who live outside the catchment of our school, with a sibling attending this school at the time of the applicant's proposed admission.
- Children who live nearest to our school calculated in a direct straight line from the child's permanent place of residence to the school.

## **Parent**

A parent is any person who has parental responsibility or care of the child.

## **Late Applications**

Late applications received after the closing date will be considered once the initial application process has been completed. Dates for this process can be obtained from either the school's website or the school office. Places from in-year applicants will be considered using the above admission criteria.

## **Address of Pupil**

Home address refers to the child's permanent home at the proposed date of admission.

Where the parents live at different addresses, the current 'at the time of application' address will be the one used. This will normally be the one where the child 'wakes up' for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address e.g. utility bill, driving licence etc. Where there is dispute about the correct address to use, the Governing Body reserves the right to make enquiries of any relevant third parties e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

## **Fraudulent Admissions**

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent, which effectively denies a place to

a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be reconsidered and a right of appeal offered if a place is refused.

### **Children in Receipt of an Education, Health and Care Plan (EHCP)**

A child with an EHCP for special educational needs and/or disability will automatically be admitted where the school is named in the EHCP.

**Updated 6<sup>th</sup> December 2023**