

WELL GREEN PRIMARY SCHOOL, HALE

Nursery Admissions

POLICY DOCUMENT



REVIEWED February 2025

WELL GREEN PRIMARY SCHOOL

Nursery Admissions Policy 2025

1. The Nursery offers the following places:
 - 52 part time places (26 mornings and 26 afternoons) or
 - 5 full days up to a capacity of 26 FTE places

Attendance will vary from part-time to 5 full days depending on demand. Although parents will be asked their preference between a morning or afternoon place, we cannot guarantee to meet your request.

2. **PART TIME PLACES** All 3 year old children in Trafford are entitled to free nursery provision for 3 hours per day or 15 hours per week. At Well Green we offer every morning from 9.05am (currently children can arrive between 8.55 and 9.00am) to 12.00pm or every afternoon from 12.10pm – 15.10pm.
3. **FULL TIME FUNDED PLACE** - 5 days per week 9.00am (children can arrive between 8.55 and 9.00am) – 3.10pm
From April 2017 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. This is subject to the parents meeting the eligibility criteria set down by HMRC (details below as at 7.2.17)

- *Your child will be aged 3 or 4 when the scheme starts in your area*
- *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*

4. 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. (Full details about parental entitlement is available on HMRC's website)
5. **FULL TIME PAID PLACE** 5 days per week 9.00am – 3.10pm
Parents who do not fall into the above category are entitled to 15 hours free provision per week plus additional weekly top up fee, giving 5 days per week 9.00am – 3.10pm
6. **All hours offered in our Nursery must be funded through the 15 hours free entitlement.**

CHARGING FOR FULL TIME PLACES

1. **If parents would like a full time place (ie 30 free hours over 5 days) in our nursery but are not eligible for the free entitlement they will be charged for the additional hours over and above the 15 hours free weekly entitlement. These charges will be levied in line with the school's 'Charging Policy'.**

2. **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

7. 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.

8. **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 Well Green Primary School requires separate application through the LEA common application form and places are offered according to Trafford's Admission Policy.**
9. No places are available for children under three years of age.
10. 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:
 1. 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.
 2. Looked after children out-of-zone.
 3. In-zone applicants with siblings already attending the school.
 4. Other in-zone applicants.
 5. Out-of-zone applicants with siblings already attending school.
 6. Other out-of-zone applicants.
11. **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.
12. 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 his 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).
13. Casual admissions during the school year are subject to there being suitable vacancies and left to the discretion of the Headteacher. Parents interested in places should keep in contact with the school.
14. Parents are advised that a poor record of attendance or persistent lateness, may lead to their child's place being withdrawn.
15. 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.
16. 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.

17. 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.

ADMISSIONS PROCEDURE

1. To apply for a place in the Nursery, parents should complete a Well Green 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 15TH January annually in order to be considered for the September admission procedure. Any applications received after this date will be considered after all other applications.
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. A first wave of offers will be sent out during **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 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.

RIGHT OF APPEAL

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.

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 wellgreen.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.

Policy Review

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