



Nursery Admissions Policy

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| Approved by: | SPCPS Governing Body | Date: June 2021 |
| Last reviewed on: | June 2021 | |
| Next review due by: | Summer 2022 | |

Aims of this policy:

The purpose of this policy is to set out clear, transparent and fair admission procedures for those parents and carers wishing to access all strands of our outstanding education provision.

Seymour Park Community Primary School is an inclusive school and believes that all young children should have an equal opportunity to access high quality, Early Years Education regardless of race, culture, gender, disability or special educational needs. (See Equalities Scheme and SEND Policy on the school website www.seymourpark.com)

1. NURSERY PLACES

Our planned admission number is equivalent to 104-part time places of 15 hours, or 52 full time places of 30 hours over 5 days.

Seymour Park Community Primary School Nursery currently offer one hundred and four (104) Nursery places split between part time or full time basis. There are three Nursery sessions available;

- ✚ Morning session
- ✚ Afternoon session
- ✚ Full time

These are term time only and no mixed sessions are available.

Additional hours have been offered on occasion (in the case of under subscription – where there are vacant places) to parents/carers when there are exceptional circumstances. This will be determined by the Headteacher.

2. REQUESTS FOR NURSERY ADMISSIONS

- ✚ If you wish to apply for a place in our Nursery please complete the **online admissions form** which can be found at www.seymourpark.com on the nursery admission section. An application may be made for a Nursery place at any time.
- ✚ The school keeps an application list of pupils seeking admission.
- ✚ Proof of identity and residency will be required at the point of acceptance.
- ✚ The inclusion of a Child's Name on the waiting list does not constitute an offer or promise of a place. Head teachers and school staff are advised not to make any statements to parents/carers concerning the likelihood of places being allocated to their children as this could be construed as promises of a place.
- ✚ Applicants for places in Seymour Park Community Primary School Nursery need to be aware that admission to the Nursery does not constitute a promise of a place in Seymour Park Community Primary School (Trafford Admissions Team deal with admissions to the school – contact 0161 912 5007). Similarly, parents/carers need to be aware that attendance in Seymour Park Nursery does not preclude the admission of their child to any other infant or primary school in the area.
- ✚ There are no places in the Nursery for children under the age of three. Normally children will start in the Nursery class twelve months before they start school.

- ✚ Most children will attend nursery class for three terms prior to the September admission into Reception Class.
- ✚ The Local Authority may reserve funding for the school to consider some full-time Nursery places for pupils considered to be vulnerable. (This has been the case in the past but is dependent upon LA funding.) Such places will be determined by the Headteacher in exceptional circumstances only.

Late applications will be considered once the allocation process has been completed should there be any remaining places in the nursery.

3. DETERMINING PRIORITIES for ADMISSION

Nursery classes may serve a wider community than that normally served by the main school. This is reflected in the admissions policy.

Priority will be given to children in the following order:

- ✚ Looked After Children/Children in Care (LAC/CiC)
- ✚ Children with an Education Health Care Plan (EHCP) where the school is named
- ✚ Children in the catchment area with siblings attending the main school
- ✚ Other children in the catchment area
- ✚ Children outside the catchment area with siblings attending the main school
- ✚ Other children

Should the Nursery still be oversubscribed offers of admission are prioritised according to the distance from home to school, measured by a straight line on an Ordnance Survey map from home to the front gate of the school. The shortest distance is given priority.

4. INFORMING PARENTS of THE OUTCOME OF THEIR APPLICATIONS

- ✚ The Headteacher will inform all applicants of the outcomes whether or not their child is to be offered a place in our Nursery.
- ✚ In the case of September 2022 admissions letters will be emailed April / May 2022 (This date is subject to change should local Headteachers consider an alternative joint offer date)
- ✚ Late applicants will not be acknowledged unless a place is available or becomes available for the child.

5. FULL TIME NURSERY SESSIONS

Seymour Park Community Primary School currently offers full time sessions funded by using the 30-hour government funded code.

3 and 4 year-old children are eligible for 30 hour free childcare where their household meets the following eligibility criteria:

- ✚ Both parents are working or one parent is working in lone parent families. This is defined as earning the equivalent of 16 hours per week on national minimum wage/national living wage, but less than £100,000 per year. This applies for self-employed and zero hour contracts.
- ✚ Both parents are employed but one or both of them are temporarily away from the workplace on parental, maternity, paternity or adoption leave.
- ✚ Both parents are employed but one or both of them are 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.
- ✚ One parent is employed and one parent is disabled or incapacitated based on specific benefits.

30 hours free childcare can be claimed by eligible families alongside tax credits, universal credit, tax free childcare and other schemes to help pay for any additional childcare.

From September 2018, children who have special guardianship order or are in foster care may also be eligible for 30 hours.

In addition to the 30-hour funding, there is an addition fee of £2.00 per day. This covers the one-hour lunch time supervision provided for your child (this does not cover the cost of your child's meal which is provided from home.)

If you are not eligible for the 30-hour government funding, you may claim your 15 hours universal funding and use our top up facility chargeable at £75.00 per week to receive a full time place

To confirm you are eligible please visit www.childcarechoices.gov.uk

6. IN-YEAR ADMISSIONS

Admissions at other times of the school year will be made by the Head teacher, subject to there being suitable vacancies. The same criteria for selection of pupils, as specified in paragraph 3 of this document will be applied.

7. ATTENDANCE in the NURSERY

Where places in the Nursery are limited, parents should be advised that a poor record of attendance and/or punctuality may result in the nursery place being withdrawn and being given to someone else.

If your child is absent for any reason e.g. illness please report this on ParentMail or telephone Seymour Park Community Primary School (0161 872 1150) option 1 to confirm non-attendance.

8. SAFEGUARDING CHILDREN

The school is committed to safeguarding children and recognises its role in creating and maintaining a safe learning environment for children. (see Safeguarding Policy on www.seymourpark.com)

