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Nursery Admissions Policy

Document Control:

Document Name	Nursery Admissions Policy	
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Document Ref.	ACPS - 016	
Last Issued Date	July 2024	
Next Review Date	Head Teacher to determine	
Dissemination	This policy is stored on the staff shared area of the school network under 'policies' as well as posted on our website.	

Version Control:

Date	Version	Updates / Changes
September 2022	1	Policy adopted
July 2024	2	Changes in yellow

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1. INTRODUCTION AND AIMS

- 1.1 Abbott Community Primary School operates a full-time nursery with places for 39 children between the ages of three and four years old. These places are available to Manchester residents based upon the definitions as detailed at the end of this policy. We do not offer any part time nursery places.
- 1.2 The nursery aims to provide a high-quality Early Years Foundation Stage experience for children that is geared towards a smooth transition into the next phase of education.
- 1.3 The Governing Board is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.
- 1.4 This policy has due regard to legislation and guidance including, but not limited to, the following:
 - 1.2.1 Childcare Act 2006
 - 1.2.2 Childcare Act 2016
 - 1.2.3 Data Protection Act 2018
 - 1.2.4 The General Data Protection Regulation
 - 1.2.5 DfE (2014) 'School Admissions Code'
 - 1.2.6 DfE (2012) 'School Admission Appeals Code'
 - 1.2.7 DfE (2018) 'Early education and childcare'
 - 1.2.8 DfE (2018) 'Early years entitlements: operational guide'

2. ENTITLEMENT TO NURSERY EDUCATION

- 2.1 Children will become eligible for admission to a Manchester nursery school or to a nursery class in a community or voluntary controlled infant/primary school once they turn three.
- 2.2 All **three and four-year-old** children in England are entitled to 15 hours free childcare per week. This is known as Universal Childcare. In addition, some **three and four-year-old** children may be eligible for a further 15 hours free childcare, which is known as extended free childcare.
- 2.3 The LA will ensure that any **three or four-year-olds** moving to England from another country can access their free hours on the same basis as other children.

3. ADMISSION CRITERIA

- 3.1 The responsibility for determining the admissions for nursery age children lies with the Governing Board of Abbott Community Primary School.

- 3.2 Where the number of children seeking admission is within the set number of places, then every child shall be given a place as of right.
- 3.3 Children who have an **Education, Health and Care Plan (EHCP)** that names the school are admitted before the oversubscription criteria is applied.
- 3.4 Children of staff at the school: Priority will be given to children of staff employed by the school in either or both of the following circumstances:
- where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or;
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 3.5 Where the number of requests for admission exceeds the number of places, children will be admitted in the following priority order:
- 3.5.1 Looked after Children' in accordance with section 22 of the Children Act 1989.
- 3.5.2 Children with a disability or SEN that are a Manchester resident.
- 3.5.3 Children with a sibling who will be attending the school at the time of admission.
- 3.5.4 Manchester residents who live outside the school's area
- 3.5.5 Non-Manchester residents
- 3.6 If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance to the property to the nearest available entrance to the school (i.e. the shorter the distance the higher the priority).
- 3.7 If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age:
- 3.7.1 Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday
- 3.7.2 Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- 3.8 Please note that the following do not influence your chances of getting a Nursery place for your child:
- 3.8.1 The length of time your child's name has been registered on our waiting list.
- 3.8.2 The length of time you have lived in the local area.
- 3.9 When applying the criteria for admission, the Head Teacher shall have regard to the age profile of the nursery, so that an 'appropriate balance' between **three and four-year-olds** is achieved. This may mean that admissions may vary from the priority order set out above, from time to time.

4. FUNDING

- 4.1 Abbott Community Primary School are offering full time education to all children who are invited to attend our Nursery.
- 4.2 In order to be offered a place, parents/carers MUST check their eligibility for funding of 30 hours childcare to be paid to the school and provide the eligibility code to the school, in the requested format, before their child can begin to attend.
- 4.3 Parents are also required to renew this code as and when notified by HMRC and the school, in order to maintain their place.
- 4.4 Any additional funding the school receives for Nursery pupils will go directly to enhancing the EYFS unit.

5. APPLYING FOR A PLACE IN THE NURSERY

- 5.1 Parents may register their interest in a place at the nursery at any time following their child's birth, by completing a Nursery Admission Form via our school website: <https://forms.gle/t4J3wJ9Wpox77uE59> . The child's birth certificate will be required as proof of their date of birth.
- 5.2 These children will be entered on a waiting list to be considered for a place when they reach the appropriate age.
- 5.3 Placing a child's name on the waiting list does not guarantee that a place will become available for the child.
- 5.4 The main point of entry to the nursery will be in September each year. Applications for September entry (children who will be three by 31st August of that year) will be collated and offered during the preceding Summer 1 half term.
- 5.5 Places will be offered by contacting parents by letter and telephone using the contact details provided. If no response is received within four weeks of making the offer, the place may be offered to another child on the waiting list.

6. WITHDRAWING OFFERS

- 6.1 Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:
 - 6.1.1 Offers made on the basis of fraudulent applications
 - 6.1.2 Offers made on the basis of intentionally misleading applications
 - 6.1.3 Parents not responding to an offer within four weeks
 - 6.1.4 A child is in receipt of more than their entitlement of nursery education
 - 6.1.5 A family registering their child at two maintained settings

7. REFUSAL OF ADMISSION

7.1 A child is only refused admission if one of the following criteria are met:

7.1.1 The nursery has reached its admissions limit

7.1.2 The child is not of the appropriate age

7.2 Parents do not have a statutory right to appeal against the school's refusal to award a place to their child.

7.3 Parents may appeal to the SEND tribunal against the provision named by the authority in the EHCP.

8. TRANSITION PROCESS

8.1 For detailed information regarding the transition process and "settling in" period please see the 'Transition Policy'

APPENDIX A: Related Policies and Documents

1. ACPS-059 – Transition Policy