

Nursery Admission Policy

Old Moat Primary School

Date Policy Approved: January 2023

Date Policy to be Reviewed: January 2024

Our Nursery in Old Moat Primary School has a 39-place nursery offering full time places in line with our admission criteria. This is for 38 weeks each year during term time.

Inclusion at Old Moat Primary School

Our aim is to promote high expectations for all pupils' achievement. We are committed to providing a broad, balanced and relevant curriculum that meets the needs of all our learners. We promote an ethos of respect, and provide a safe, happy environment where cultural diversity is valued and celebrated.

Entitlement to a Nursery Education

All 3 and 4-year-old children in England are entitled to 15 hours free childcare per week. This is known as universal childcare. In addition, some 3 and 4-year-old children may be eligible for a further 15 hours free childcare which is known as **extended free childcare**.

Eligibility criteria for extra 15 hours extended childcare & how to apply

You will be eligible for the extended free childcare if the criteria below is applicable to you:

- both parents must be working (or the sole parent is working in a lone parent family), and each parent earns a weekly minimum equivalent to 16 hours at national minimum wage or living wage, and less than £100,000 per year
- working will include employed and self-employed persons
- in general, families where one parent does not work (or neither parent works) will not be eligible for these additional hours
- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave

- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is 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 or one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits

If you think you meet the eligibility criteria please apply online:

<https://www.gov.uk/apply-for-tax-free-childcare>

If you are eligible you will be given a code; this code must then be given to the school to reserve and retain your nursery place. You will need to re-register every 3 months and provide this unique code to the school every 3 months to maintain your nursery place. Failure to re-register and provide the unique code to the school may result in your nursery place being withdrawn. It usually takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.

The website is: www.gov.uk/apply-30-hours-free-childcare

ADMISSION POLICY

The responsibility for determining the admissions for nursery age children lies with the Governing Body of Old Moat Primary School.

Old Moat has 39 full time places available for nursery age children aged 3 & 4. The school may increase capacity if there is significant demand for places.

These places are available to **Manchester residents*** based upon the definitions as detailed at the end of this policy. Proof of address will be required.

We do not offer any part time nursery places

An offer of a Nursery place will be subject to the family attending an initial parent meeting at the school and also school staff conducting a home visit in the term before your child starts school.

You will be required to share your employment circumstances and complete any application forms enabling the school to receive funding. Failure to comply with this will mean that we may withdraw our offer of a place.

ADMISSION CRITERIA

The Governors use the following criteria when prioritising applications: -

1. Looked after Children.
2. Children with a sibling who will be attending the school at the time of admission.
3. Children living closet to the school (distance is measured in a straight line from the home address to the centre of the school.)
4. If necessary those families living equal distance from the school may be prioritised by the age of their child (oldest children will be offered places first).
5. Manchester residents who live outside the school's area 6. Non-Manchester residents (fees will apply).

APPLYING FOR A PLACE IN THE NURSERY

Parents can put their child's name on the waiting list for Nursery by completing the relevant form at the School Office. Being placed on the waiting list does not guarantee a place in the Nursery. Places will be allocated using the admission criteria detailed in this policy. Please note that places are not offered on a first come first served basis. Children who attend Old Moat Nursery do not have an automatic place in the Reception classes at Old Moat. Parent's must apply for Reception places to Manchester City Council usually in the term after they start at Nursery. If you have a child in the nursery it does not mean that older siblings will be offered a place in the main school.

Once offered a place, you will be required to attend a meeting at the school, where you will complete the admission paperwork. Proof of address and Birth Certificates will be checked at this meeting.

If you are not offered a place your child will remain on the waiting list until a place becomes available.

MANCHESTER RESIDENT* - Outline Definition

A Manchester resident is determined by postcode and the Council that the property of residence is aligned to. For example; M20 and M14 residents pay their council tax to Manchester City Council which means they are Manchester Residents*. A resident of M24 or M25 is aligned to Rochdale and Bury Councils as this is where Nursery Admission Policy March 2019 council tax payments are made. As such residents in these areas are not Manchester Residents.

NON-MANCHESTER RESIDENTS

You may be offered a full-time place, subject to availability, if your child has a sibling in our main school. 15 hours will be funded by Universal Free Child Care and the additional 15 hours childcare will be funded by the family at a cost of £7.50 per session.

You may however be eligible to claim for the further 15 hours extended free child care as detailed earlier.

Please see the above and also log onto <https://childcare-support.tax.service.gov.uk>

A half term's notice will be required if parents wish to cancel a place they are paying for at Old Moat Nursery. Old Moat Primary School reserves the right to charge a half terms fees should parents not provide this notice.

PAYMENT METHODS

Invoices for payment of the additional 15 hours childcare for non- Manchester residents will initially be issued termly, in advance. The first month's payment will be due immediately. Payments can be made online via Parent Pay or the nearest Pay Point.

The Headteacher and Governing Body reserve the right to amend the frequency of invoicing.

If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent).

To see if you can claim any help with your childcare costs see www.childcarechoices.gov.uk

PAYMENT ARREARS

Any invoices not paid will become nursery fee arrears. Failure to pay arrears within 2 weeks will result in the child's additional sessions at the Nursery being withdrawn.

REVIEW

This policy will be reviewed regularly and the school reserves the right to amend the policy throughout the school year.