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ELMRIDGE PRIMARY SCHOOL NURSERY ADMISSIONS POLICY

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
1.3.18	1.0	Taking account of 30 hours free entitlement	M Edmundson
8.2.19	1.1.	Annual update.	M Edmundson
1.9.19	1.2	Update with new dates for the academic year	M Edmundson
1.9.20	1.3	Update with new deadline dates and prices for the academic year	M Edmundson
4.9.21	1.4	Update with new deadline dates and prices for the new academic year. Removal of references to the Dunham Trust	M Edmundson

Nursery Admissions Policy

1. An application for a place in the Nursery should be completed by parents and submitted to the Head of School as soon as the child reaches their second birthday. These forms are available to download from the school website or from the school office.
2. Places are available for children following the term after their third birthday, it is expected that children be fully toilet trained prior to admission. The Nursery is linked to the School and it operates on an academic year, therefore generally places will be offered in the September following a child's third birthday. Occasionally if places are available, school may offer additional places in January.
3. The inclusion and acceptance of a child's name on the application list does not constitute the promise of a place.
4. Admission to Nursery does not constitute a promise of a place in the School to which the Nursery is attached. Admission in to School is a separate process and will require a separate application form to be completed, further details on school admissions are available on the Trafford MBC website.
5. In the event of there being insufficient places to satisfy every application, in line with Trafford admissions authority, the Nursery adopts the following criteria for deciding which children will be offered places:
 - i. "Looked after" children (as defined in the Education Act 2002 – Admissions)
 - ii. Those children who live in the catchment area of the requested school who will have a sibling attending the school at the time of the applicant's proposed admission
 - iii. Those children who live in the catchment area
 - iv. Children, who live outside the catchment area, with a sibling attending the School at the time of the applicant's proposed admission
 - v. In the event of over subscription in the above criteria, places will be offered to those children in each criterion whose place of residence is nearest to the Nursery, calculated as a direct straight line from the child's permanent place of residence to the Nursery.

(Upon acceptance of a Nursery place parents will be required to provide proof of address)

6. Places offered in Nursery are on a part-time basis (15 hours) and are offered over 5 mornings or 5 afternoons across the course of a school year with 26 places available at each session.

Where spaces are available, and parents qualify, there will be the opportunity for parents to access the “Extended Entitlement” allowing full-time (30 hours) offered over 5 mornings as above plus 5 afternoons. These sessions will be offered using the same criterion as described in Points I to v.

If you do not qualify for “Extended Entitlement” and, following allocation as above, spaces are available, additional ‘paid for’ sessions may be offered for your child to attend the Nursery beyond their free entitlement allowance of 15 hours. Additional ‘paid for’ sessions will be offered using the same criterion as described in Points i to v.

7. Where 30 hours “Extended Entitlement” has been offered, there will be a charge of per session to cover a lunchtime stay payable in accordance with the Nursery’s Charging Policy. If your child is at school over a lunch time then a packed lunch can be provided from home or you can pay in advance for school meals. In the event of absence, sickness or holidays refunds for paid sessions are not available.
8. Where additional ‘paid for’ places are available they will be charged at a cost of £18 per session (with an additional £4.00 charged to cover a lunchtime stay = £22.00 total per session) during term time, payable in accordance with the Nursery’s Charging Policy. If your child is at school over a lunch time then a packed lunch can be provided from home or you can pay ½ termly in advance for school meals, current cost £2.40 per day. In the event of absence, sickness or holidays refunds are not available. For those parents who will be accessing additional ‘paid for’ places a separate Charging Policy will be available.
9. The closing date for applications for September 2022 admission is 12th February 2022. When admissions and places have been finalised parents, will be notified of the outcome by letter on 5th March 2022 with a parental reply date of 26th March 2022.
10. Each Nursery intake will be staggered. Children will be welcomed in small groups, providing opportunity for children to become well established with Nursery routine and staff.
11. Parents are advised that a poor record of attendance may lead to the place of their child being given to someone else.

In March of the admission year, parents are offered a place for their child in Nursery. Those parents who accept places are subsequently invited to a welcome meeting in June/July. At this meeting, parents are given information about the Early Years Foundation Stage Framework, a date for an afternoon visit is also given as well as a September starting date. The Nursery teacher will also explain the procedure for the staggered admission of the children.

At the welcome meeting parents are encouraged to ask questions and voice any concerns they may have. To stress the importance that we place upon the child's first experience of Nursery, the meeting is also attended by members of the School's Leadership Team and of course the Nursery staff.

At Elmridge we offer a home visit to all new Nursery pupils. This will enable the staff who will be teaching the children to meet them in a familiar environment. It also provides a useful opportunity for parents to advise school of anything the staff need to know to help the children settle.

The children are admitted into the Nursery in small groups over a period of a few weeks. It is important that the children are given time and help to get used to their new environment and to the Nursery staff. The length of time the child stays in Nursery gradually increases and we find this to be successful way for the children to settle quickly into Nursery life. Each child is treated as an individual and the settling in period is very flexible and can be adapted to meet the needs of each child. We stress the importance of parents and staff working together to ensure that the child's first experience of Nursery is a happy one.

Monitoring and review

The implementation of this policy will be monitored by the Head of School, who will make an annual report to the Local Governing Body.

End of policy statement