



# Nursery Admissions Policy and Information Booklet 2024 - 2025



## Introduction

Aberford C of E Primary School Nursery Admissions Policy has been updated in conjunction with Early Years Sufficiency Team, Children's Services, and Leeds City Council in accordance with the National Nursery Admissions Code.

Since September 2011, all children have the right to free nursery provision from the term after they become 3 until they start primary school, up to a maximum of 15 hours a week (570 hours per year, spread over at least 38 weeks). You may be eligible for up to 30 hours free childcare (1140 hours per year), if your child is three or four years old. Please visit or more information <https://www.gov.uk/apply-30-hours-free-childcare>

All parents / carers must follow the application process. Once a place has been offered at our nursery, parents and our nursery will need to agree how the hours are to be spread over the week. We will use the preferences indicated on the application form for the hours you would like your child to attend nursery in order to allocate your session as soon as possible following your formal offer of a place. It should be noted, however, that we cannot guarantee to be able to meet all requests for preferred hours/sessions and you are encouraged to be as flexible as possible when completing your options. Where there are more requests for the same session than places available, the oversubscription criteria will be used to allocate sessions.

Should parents request children's lunches, this will incur a charge. The charge for additional nursery provision is published in this brochure.

### Expression of interest

Prior to applications opening for the term your child will start at nursery, you can register your interest by contacting the Aberford C of E Primary School office on 0113 2813302 or alternatively email our School Business Manager, Sarah Goddard: [s.goddard@aberfordceprimary.org.uk](mailto:s.goddard@aberfordceprimary.org.uk)

This is not an application - only an expression of interest. You MUST submit a formal application. Applications forms will be available on our school website or from either school office when applications open. More information on when applications open for each term can be found below.

### Applications

It is important to take into consideration the criteria used to allocate places.

Our nursery normally only accepts free government funded new starters at the beginning of a term; the term after your child is three years old. Please refer to the table below which shows the earliest time your child can start at nursery for government funded free nursery provision.

Applications for a Nursery place will only be accepted through the application form, which is available from our school website or contacting our school office. Completed application forms should be returned as specified on the form.



If your child's third birthday is:	Earliest your child can start nursery:	Applications open:	Applications close:	Place offers issued:
Between 1 <sup>st</sup> September 2024 – 31 <sup>st</sup> December 2024	January 2025	September 6 <sup>th</sup> 2024	October 29 <sup>th</sup> 2024	November 7 <sup>th</sup> 2024
Between 1 <sup>st</sup> January 2025 – 31 <sup>st</sup> March 2025	April 2025	December 1 <sup>st</sup> 2024	January 28 <sup>th</sup> 2025	February 19 <sup>th</sup> 2025
Between 1 <sup>st</sup> April 2025 – 31 <sup>st</sup> August 2025	September 2025	February 1 <sup>st</sup> 2025	March 26 <sup>th</sup> 2025	April 30 <sup>th</sup> 2025

**Please note:**

- a place in our nursery does not automatically qualify a child for a place in our primary school.
- There is a separate application procedure for primary school places which is managed by Leeds City Council.

If the number of applications does not exceed the number of places available, all applicants with a first preference for our nursery will be granted a place. Should there be more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

Criteria 1

Children with special educational needs who have an Education Health and Care Plan (EHCP) will be allocated a place at the nursery prioritised by the parents or carer unless our nursery is unable to meet the special needs of the child.

Criteria 2

Children fostered or looked after under an arrangement made by the local authority. Also included in this group will be children who have been adopted during the twelve months preceding the submission of the application form.

Criteria 3

Children with brothers or sisters, including foster siblings and step siblings, who will be on roll at our nursery or school at the start of the term when the applicant's child is to start. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date.

Criteria 4

Children for whom our nursery is within our catchment area. The distance between home and the nursery is measured as a straight line between the centre of our Nursery and the home. The Royal Mail Postcode Address file is used to determine a postcode.

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same at the time the child starts nursery as the one we



have on record. If there is a plan to move house, parents must still give the current address. If a child's address changes after the deadline for submission of applications, parents or carers must inform our school business manager, Sarah Goddard, of the new address.

Contact details:

Mrs Sarah Goddard,  
School Business Manager  
Aberford C of E Primary School, School Lane, Aberford, Leeds, LS25 3BU

[s.goddard@aberfordceprimary.org.uk](mailto:s.goddard@aberfordceprimary.org.uk)

0113 2813302

## Criteria 5

Any other children.

## Tie break

In cases of oversubscription, within each criterion remaining places available will be allocated according to distance. Therefore, children living closest to our nursery will be allocated a place before those who live further away.

## Waiting lists

When a parent receives notification of that a nursery place has not been offered due to being oversubscribed, parents or carers may then request that their child's name is entered onto a waiting list for our nursery. Places which become available will be filled from the waiting list, giving priority in accordance with the criteria of this admission policy.

## Late applications

Late applications will be considered and processed after all on-time applications. Where places are available and a late application form has been received, for example, should a family move into the area during a school term or where a child is eligible to start imminently due to their date of birth, a place may be offered in accordance with the criteria of this admissions policy and a start date outside of the normal beginning of term start dates may be agreed in consultation with our school.

## **Nursery Information**

### **Nursery Sessions and Times**

	Mon	Tues	Wed	Thurs	Fri
Mon-Wed	8:45 – 3:15	8:45 – 3:15	8:45 – 11:45	-	-
Wed – Fri	-	-	12:15 – 3:15	8:45 – 3:15	8:45 – 3:15
30 hours *	8:45 – 3:15	8:45 – 3:15	8:45 – 3:15	8:45 – 3:15	8:45 – 3:15



## Intakes

Children can normally start at our nursery in September, January or April (January and April if places are still available). The nursery can admit up to 16 children, to a maximum of 8 per session. Some of these places will be taken by children who are continuing from the previous term.

## Charges

If you apply for 2 ½ days (either Monday to Wednesday or Wednesday to Friday), there is a childcare cost of £5.40 per week as your child will be at our setting for 16 hours per week.

A childcare charge of £13.50 per week is payable for children who apply for the option of 30 hours as your child would be in the setting for 32 ½ hours per week.

Lunch can be provided for all children who attend for full days; the current cost is £2.20 per day subject to review each September and payments are made using School Money. Parents may provide a packed lunch. All children have access to fruit, milk and water in every session.

## Choice of sessions

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take each session. \*Additionally, we are offering a limited number of 30-hour Free Early Education Entitlement (FEEE) places.

Once an agreement is reached, a nursery - parent contract (parental declaration) must be signed by both parties. Sessions/hours and/or places available are subject to periodic review and can change before the next policy review is due.

## 30 hours Free Early Years Education Entitlement (FEEE)

At Aberford C of E Primary School Nursery, we offer nursery places for universal 15 hours Free early Education and also 15 hours additional Free Early Education.

From the term after their third birthday, all children are eligible for 15 hours Free Early Education Entitlement for 38 weeks of the year; this is known as the **universal entitlement**. From September 2017, this was extended to include an **additional entitlement** for some families. If eligible, a family can claim an additional 15 hours a week for their child, at a childcare provider of their choice, totalling a maximum of 30 hours a week for 38 weeks of the year.

For working families, including the self-employed, in the UK:

- Earning under £100k and at least £131 per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)

You are not entitled for the additional entitlement if:

- Your child doesn't usually live with you

***'Three things will last forever - faith, hope and love - and the greatest of these is love.'***  
***Corinthians 1:13***



- The child is your foster child
- You or your partner has a taxable income over £100,000 (this is not a combined income limit)

## If you can't work

You may still be eligible if your partner is working and if you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance,

## How to apply

To take up the additional entitlement for your child, you must apply for a 30 hour voucher code on the Childcare Choices website at <https://www.gov.uk/apply-30-hours-free-childcare> . If you do not have access to the internet or are struggling to apply for a voucher code, please contact the HMRC Customer Care number on 0330 123 4097.

## Next Steps

Providing you have received a voucher code, the next step is to take this code to a childcare provider of your choice to confirm your eligibility. Your childcare provider will check your code with the Local Authority to confirm eligibility. Please note: a valid voucher code will not guarantee a place will be available for the extra hours at your chosen nursery. If you are eligible, you are expected to reconfirm your details every 3 months with HMRC. You will receive reminders of when to do this.



## Garforth Children's Centre

Address: Garforth Children's Centre, c/o Garforth Academy, Lidgett Lane, Garforth, Leeds, LS25 1LJ Telephone no. 0113 336 7456

Email address: [GarforthChildrensCentre@leeds.gov.uk](mailto:GarforthChildrensCentre@leeds.gov.uk)

### Family Support

At the Garforth Children's Centre, they offer support for all families with children aged 0-5 years old, who live in the Garforth, Micklefield or South Aberford area. The team consists of a Manager, Administrator and 2 Family Outreach Workers.

The team are an Early Start Team that works together with the Health Team. They also work closely with all the local schools to support the needs of children and families.

The support they offer can range from individual support in the home to group work, for example, parenting courses and play groups. They are based on the site of the Garforth Academy, however, do have 2 satellites at Firthfields and Micklefield where they also run sessions and courses. They do have a leaflet which explains any session they are running so please either pop down or ring for the latest version to be posted out to you.

They can offer advice, support and signposting regarding a range of issues, including:

- Behaviour
- Sleep
- Routine
- Toileting/ potty training
- Weaning
- Breastfeeding
- Safety in the home
- Baby Massage
- Childcare
- Counselling
- Housing
- Jobs, links with Job Centre Plus

They can also support families with accessing the 2-year-old funded nursery place and any issues you feel you may have around this.

If you would like to have a chat with one of the Family Outreach Workers, then please give them a call on 0113 3367456.