



Admissions (Nursery) Policy

Policy History			
	Document version	Document Revision History	Document Author / Reviewer
April 2010	1.0	Original Document	J Appleton
January 2011	1.1	Review	J Appleton
December 2016	1.2	Review & Reformat	K Carrington
March 2018	1.3	Review	K Carrington
July 2019	1.4	Review	K Carrington
September 2023	1.5	Review and Reformat	K Carrington
July 2025	1.6	Review with Minor changes	K Carrington

1. All three and four year olds in Stockport are eligible for the universal offer of free early years education of up to 15 hours a week term time or a total of 570 hours taken throughout the year.
2. All children will become eligible for admission to the Nursery the term following their third birthday.
3. Some children will become eligible for extended child care, which is up to 30 hours a week term time, if families meet the eligibility criteria outlined by the Government. This is up to 30 hours a week or a total of 1,140 hours per year.
4. Once you have received your code, this will need to be shared with school, with your national insurance number. School will use the Department for Education Eligibility Checking System to confirm the codes validity. Once validated your child's place will be confirmed.
5. Families must reconfirm their eligibility for 30 hours provision every three months, via their GOVUK childcare account, to keep the code valid and continue to receive funding.
6. At Meadowbank we can offer those children who are eligible to 30 hours' free childcare, full time provision in our Nursery, or for those families who would prefer two and a half days, breakfast club and after school club on the days that the child attends Nursery, depending on availability.
7. The Nursery is staffed by a qualified teacher and level three staff, who work together as part of the Early Years Foundation Stage Team to develop provision which meets children's needs.
8. The 30 hours entitlement can be split over two settings (schools/private, voluntary and independent) but both must be in agreement.
9. You can only change settings between terms if there are exceptional circumstances.
10. Where the number of children seeking admission is within the set number of places, then every child will be given a place as of right.
11. Where there are more applications for a nursery than there are places available, oversubscription criteria is used to determine which children can be offered places.
12. There are nine categories of oversubscription criteria from A – I. Each application can fall into one category only. If there are more applicants than places available in any one category, then the places are allocated to those living closest to the school using the straight line of measure.

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13. The school has a limit on the number of Nursery places that can be offered and those places will be allocated to children firstly in **Category A**, followed by **Category B** which are **Priority Criteria Categories**. and so on until the limit is reached.

14. The categories are as follows:

First Priority Category

Category A

1. Looked After Children, including children who have previously been looked after.

Second Priority Category

Category B

1. Children considered to have 'highly exceptional medical/social reasons' evidenced by professionals in a Common Assessment Framework (CAF) Form or Early Help Assessment.

Other Categories

Category C

1. Children already in attendance at the Nursery through the funded targeted two year old places scheme.

Category D

1. Any other applicants, in order of straight line distance measured between home and the school.

Category E

1. After the closing date for applications the Admissions Support and Advice Team apply the Admissions Policy criteria to decide which children can be allocated places at the school.

15. If a parent does not get allocated a place at the school the child's name will remain on a waiting list for the school until the end of the academic year.

16. If a place becomes available at the school, the parent will be contacted and given the opportunity to accept the place.

17. The school is offering the following sessions from September 2025

At any one time there is a capacity for:-

- Beginning of the week places Mon/Tues 8.50 - 3.20 and Weds morning 8.50 - 12.00 (2 ½ days)
- End of the week places Weds afternoon 12.15 - 3.20 and Thurs/Fri 8.50 - 3.20 (2 ½ days)
- If families meet the eligibility criteria outlined by the Government 30 hours a week.
Five full days Mon-Fri 8.50-3.20

Admission to Local Authority Nursery Schools and Classes before the following September Intake

18. The school may have places available after the September intake when all children from the older age group have been admitted.
19. Children will only be considered from the beginning of the term following their third birthday.
20. The school may then offer places to younger children and can have a further intake in January and possibly Easter.
21. Information about available places can be obtained from the Admissions Advice and Support Team.
22. **Note:-**Admission to the Nursery class does **not** give any priority when applying later for a place in the Reception class of the same or any other Primary School.
23. Admission to the Reception class in a primary school is a separate process and it is still necessary to apply for a Reception place.

The governing board reviews this policy annually. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing board receives recommendations on how the policy might be improved.