

NURSERY & SCHOOL

ADMISSION POLICY AND PROCEDURES 2023-26

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**NURSERY ADMISSIONS**

**Nursery Places Available**

The planned admission number (PAN) for Urmston Primary School Nursery is 52 part-time places (26 morning and 26 afternoon places). The morning places are from 8.45am to 11.45am and the afternoon places are from 12.30pm to 3.30pm.

Universal Hours (15 hours/week)

All children aged 3 and 4 are entitled to free childcare for 15 hours per week, 38 weeks of the year.  This is a total of 570 hours over the year. These are called *universal hours*. In our Nursery we accept children from 1 September after their third birthday. Children who have a universal hours place are offered either morning or afternoon sessions. The school will claim these hours from Trafford and Parent carers do not need to complete a funding declaration form. This free place continues until a child starts in reception class, from the September after their 4th birthday.

Extended Hours (30 hours/week)

Working parents may also be entitled to an additional 15 hours per week which is known as *extended hours*.  Children who have 30 hour childcare places at our Nursery school are looked after for the full day (8.45am to 3.30pm) and will need to bring a packed lunch. There will be a charge per session to cover a lunchtime stay payable in accordance with the School’s Charging Policy.

In the event of absence, sickness or holidays in school time, refunds for paid sessions are not available.

To find out if you qualify for extended hours, see <https://www.trafford.gov.uk/residents/children-and-families/childcare-and-early-education/30-hours-free-childcare-eligibility.aspx>.  There is a different application process with Trafford for the extended hours and an eligibility code is needed. Find out [how to apply for 30 hours free childcare](https://www.trafford.gov.uk/residents/children-and-families/childcare-and-early-education/how-to-apply-for-30-hours-free-childcare.aspx) here: https://www.trafford.gov.uk/residents/children-and-families/childcare-and-early-education/how-to-apply-for-30-hours-free-childcare.aspx.

General information regarding early education is available from the Trafford Council website at https://www.trafford.gov.uk/residents/children-and-families/childcare-and-early-education/childcare-and-early-education.aspx.

**Viewing the school prior to application**

Due to the large number of applications received, the Head Teacher is unable to respond to requests for individual tours of the school immediately. If parents wish to undertake a tour, they are asked to contact the school office on 0161 748 4362 or email [admin@urmstonprimaryschool.com](mailto:admin@urmstonprimaryschool.com) so an appointment can be made. We generally invite groups of prospective parents to view the school in small groups on a number of dates during October to December. Please give plenty of notice to ensure a convenient time can be arranged.

**How to Apply for a Nursery Place**

If you wish to apply to our Nursery, The Nursery Admission Form is available from the school office or can be downloaded from the school website at [www.urmstonprimary.com](http://www.urmstonprimary.com). - https://urmstonprimary.com/information/admission-information

Parents may apply for their child to be admitted for a part time place to the Nursery which operates principally on 5 mornings or 5 afternoons a week. This is 15 hours per week and is the *universal hours* that are fully funded for all children by the government.

We also support applications for the additional 15 hours of childcare for parents who are eligible for *extended hours*, making their allowance up to 30 hours of care at our Nursery.

Children who are eligible for extended hours childcare will take the 15 universal hours at Urmston Primary School and choose whether to take the extended 15 hours at either our Nursery school, or with another provider. 30 hour places at our Nursery will need to be supported by a 30-hour eligibility code.

If, once this allocation is made, there are still places in our Nursery, then ‘top-up’, paid-for sessions may be made available to universal hours’ children.

**When to Apply for a Nursery Place**

Children start at Nursery at the start of the academic year following their third birthday.

There is great demand for the limited number of places available in our Nursery and parents should complete an application form as soon as possible after their child’s 2nd birthday and return this directly to school to apply for a place for the September after the child’s 3rd birthday.

Completed forms need to be sent into school by the **31st of January** prior to the child starting nursery the following September. Applications after 31st January will still be considered if places are available or children can be added to our waiting list.

**What happens next?**

Parents are informed about the allocation of places by the **second Friday in February**. Acceptance of a place at Urmston Primary School Nursery is dependent on parents not accepting a universal hours place at another provider.

Our nursery is very popular and it may be the case that there are not enough places in nursery to satisfy every parent who wants to send their child here. The criteria used by Urmston Primary School Nursery to allocate places operates on a priority basis as follows (note: no priority is given to full time children over part time children or vice versa): -

1. Looked after children and children who were previously looked after. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children who live in the catchment area of Urmston Primary School, who will have a sibling attending our school at the time of the applicant's proposed admission (this includes half / step / adopted / foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
4. Children who live in the catchment area of Urmston Primary School.
5. Children, who live outside the catchment area Urmston Primary School, with a sibling attending our school at the time of the applicant's proposed admission (This includes half / step / adopted / foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
6. Children who live nearest to the Nursery, calculated in a direct straight line from the child's permanent place of residence to the school.

*Note: All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted.*

If there needs to be a tie-breaker within a category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Distance will be measured on a standard OS map from the entrance of the home address to the main entrance of the school on a straight line basis. In the event that applicants cannot be separated using distance, the allocation of a place will be by lot.

Where parents are offered a nursery place, they will need to return the acceptance slip by the date specified in the accompanying letter, and in the case of 30-hour place, ensure that school is supplied with the 30-hour eligibility code, as soon as this is issued. Eligibility codes will need to renewed every 3 months so that a child holds an eligible code on 31 August, 31 December & 31 March for their attendance the following term.

Parent carers do not need to complete a funding declaration form for children with universal 15 hour places, and the free place continues until the child starts in reception class which is from the September after their 4th birthday.

If you do not qualify for extended hours 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 above.

Where additional ‘paid for’ places are available they will be charged in accordance with the School’s Charging Policy (along with an additional charge to cover a lunch time stay), payable in advance. In the event of absence, sickness or holidays refunds are not available.

**Nursery admission does not guarantee, or give preference, in the allocation of a school place. Admissions to our Reception Year are currently managed by Trafford Local Authority and all applications need to be submitted to the authority. Please see details of the application process on Trafford MBC website: www.trafford.gov.uk**

**Starting Nursery in September**

The Head will arrange meetings for parents, home visits and dates when the children are invited into school prior to the end of the summer term. The school has a policy of home visits before a child starts in nursery. This involves the class teacher coming to visit the parents and child at home to talk about nursery and get to know the child. Our Nursery children start in September, usually in small groups, building the class numbers up gradually depending on their age and attendance requirements.

**PRIMARY SCHOOL ADMISSIONS**

**Reception and In-Year Applications**

The planned admission number (PAN) for each year group at Urmston Primary School is 70 places.

Main School admission policies are the responsibility of the Local Authority which operates a co-ordinated admissions scheme. Each Trafford school serves a particular area but parents may apply for a place in any school by completing a CAF (Common Application Form).

For general enquiries regarding admission procedures in Trafford Schools contact School Admissions at Trafford Council on 0161 912 5007 or see their website at: <http://www.trafford.gov.uk/residents/schools/school-admissions/admissions.aspx>

If you would like to take a tour of the school or have any questions please contact the school office on 0161 748 4362 or email [admin@urmstonprimaryschool.com](mailto:admin@urmstonprimaryschool.com)

**Reception**

Eligible children are those who are 4 years old with a date of birth that falls between 1st September and 31st August. Applications to Trafford schools are now made online through Trafford’s website [www.trafford.gov.uk](http://www.trafford.gov.uk), after creating a Schools Admissions account where school choices and information can be submitted. Changes can be made to any of this information up to the closing date. However, if you do not have internet access you will need to contact the School Admissions Team on 0161 912 5007 for advice on how to submit your application. **The closing date for Primary Applications is 15 January**. You can then view the outcome of the application on **16th April** on your online account and a letter will be sent to the home address, with a reply slip to return.

When offering main school places, parental preference is agreed wherever possible. If the number of requests to attend Urmston Primary School is greater than the number of places available, the Local Authority admissions criteria is followed.

**Starting School in September for Reception Children**

As for Nursery children, the Head Teacher will arrange meetings for parents, home visits and give dates when the children are invited into school prior to the end of the summer term. The school has a policy of home visits before a child starts in reception and nursery. This involves the class teacher coming to visit the parents and child at home to talk about school and getting to know the child. This visit is usually arranged in the first week of September. For the first few days in Reception we split the children into two groups with one group coming in the morning and one group in the afternoon. This means that there are a small number of children in each class thus enabling both the child and the teacher to get to know each other well.

**Appeals**

Parents of pupils who have not been allocated a place in our school have recourse to the Appeals Procedure, details of which are available from Trafford LA.

**Definition of terms:**

*Catchment area* = defined in notes available at the school office or from Trafford School Admissions

*Distance tie* = within 10 metres

*Home address* = the child’s home address is taken as the address of the person with parental responsibility with whom the child lives

*Sibling* = a sibling is taken as another child of the same family unit and the same household

Date of policy: Spring 2023

Review date: Spring 2026

Headteacher: *S Parker*

Chair of School Development Committee: *Mrs Suzanne Knights*