

# Park End Primary School



Approved By: *D Jackson*

Date: 17 / 11 / 25

## NURSERY ADMISSIONS POLICY AND PROCEDURES

Review Date	Type of Review	Comments	Initials
Nov 2017		Review of Policy	LR
Jan 2019	Update	School procedure re administration of 30 hour 'codes' updated	LR
September 2019	Review	Review of policy	LG/LR
September 2020	Review	Review of policy- no change	LR
September 2023	Review	Review of policy. Updated paragraph 7e, 24 and 25	LG/LR
September 2024	Review	Review of policy- no change	LR
September 2025	Review	Review of policy – no change	GB

# NURSERY ADMISSIONS

## POLICY AND PROCEDURES

### **Saplings Nursery**

1. Nursery ('Saplings') caters for three and four year old children. There are 104 part time (3 hours daily) places available in total; 52 morning places and 52 afternoon places. For eligible children there are also 26 full time places (6 hours daily). In order to meet local demand, a flexible approach is used when parents require 30 hour places.
2. A child is eligible to start Saplings the term **after** their third birthday.

A child who is three on or before the 31st August will be eligible to start nursery from the start of the school year in September, a child who is three on or after the 1<sup>st</sup> of September will not be eligible for a Nursery place until the following January.

A child who turns 3 up to and including 31<sup>st</sup> December will be eligible to start in the following January.

A child who turns 3 up to and including 31<sup>st</sup> March is eligible to start at the beginning of the Spring term (April)

3. As we are frequently over-subscribed, we follow the following procedures.

### **Admission to Saplings Nursery (part time places- 15 hours free )**

4. The school operates a waiting list for admission to the part time Nursery. When a child's name is entered on the waiting list parents must complete:
  - an application form,
  - a parental declaration form
5. the following documents must also be seen by the school office:
  - Child's Birth Certificate (original)
  - Proof of current address (household bill/child benefit letter/council tax bill etc.)
6. Parents are informed by letter when their child is allocated a place. Children are allocated a place in Nursery half a term before they are due to start.
7. Places are allocated in order of the following criteria:

- a) 'Children looked after' (in public care), and children previously 'looked after', but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
  - b) Children aged 4+ who live in the admission zone for the school
  - c) Children aged 4+ who live outside the admission zone but who have a brother or sister attending the school at the time the nursery child will be admitted.
  - d) Children with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application)
  - e) Children who have attended Acorns (2 year old Nursery) until the term before they start at Saplings Nursery.
  - f) Children aged 3+ who live within admission zone for the school.
  - g) Children aged 3+ who live outside the admission zone but who have a brother or sister attending the school at the time the nursery child will be admitted.
  - h) Other children aged 4+
  - i) Other children aged 3+
8. Hours for part time Saplings Nursery are:
- AM - 8.45am until 11.45am.
  - PM - 12.15pm until 3.15pm.
- These hours are free.
9. **A part time place in nursery does not guarantee a place in school.** School admissions are administered by the local authority and you must apply to the local authority again to obtain a place in school.

### **Admission to Saplings Nursery (full time - 30 hours claimed)**

10. There are 26 full time places available at Park End Nursery.
11. Your child is eligible for a place in full time Nursery if aged 3 or 4 years and:
  - Both parents are working - or the sole parent is working in a lone parent family
  - You earn, or expect to earn, the equivalent of 16 hours per week at national minimum or living wage (as a minimum). This applies whether you are in paid employment, self-employed or on a zero hours contract.
  - One parent meets the income criteria and the other is:

- a. Unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
    - b. On maternity, paternity, shared paternal or adoption leave, or if they are on statutory sick leave.
  - You have an annual income of less than £100,000
12. To qualify for a place **it is the parent's responsibility** to apply online for a code via the [Childcare Choices website](#).
  13. If your child is eligible for a place, you will be given an 11-digit code that you will need to bring into school and give to the School Office Manager, Mrs J. Bennett who will then use the government's eligibility checking system to check that the code is valid.
  14. A place **cannot** be allocated to your child unless you have this code. Your child is still only eligible to start Nursery the term after they turn 3 years (see paragraph 2) even if you receive a code before they are eligible to start.
  15. A code is only valid for 3 months, after which time **it is the parent's responsibility to renew your code**, this will then ensure that your child continues to be eligible for 30 hours at Nursery.
  16. **Your child will lose their additional 15 hours if a parent fails to renew the code. School will endeavour to text reminders to parents.**
  17. To apply for a code, and further explore eligibility please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
  18. The school operates a waiting list for admission to the full time Nursery. When a child's name is entered on the waiting list you must complete:
    - an application form,
    - a parental declaration form
  19. the following documents must also be seen by the school office:
    - Child's Birth Certificate (original)
    - Proof of current address (household bill/child benefit letter/council tax bill etc.)
    - 30 hours code
  20. Parents are informed by letter when their child is allocated a place. Places are allocated **only after the code is received from the parent**.
  21. In the event that we have more eligible children with codes than places available, full time places in Saplings Nursery will be allocated according to the above 15 hour nursery criteria.

22. Hours for full time Saplings Nursery are 8.45am until 3.15pm.
23. Children are welcome to bring a packed lunch and will be fully supervised during dinner time, if the child requires a school dinner then there will be a charge in line with charged school meals.
24. Full time (30 hours) nursery may also offer flexible hours. There is a breakfast club available for those children in full time Nursery who require this due to their parents' working hours.
25. Please see 30 hour offer below:

<b>Breakfast Club</b>	<b>AM Session</b>	<b>Lunch</b>	<b>PM Session</b>
<b>8.00am – 8.45am</b>	<b>8.45am – 11.45am</b>	<b>11.45am -12.30am</b>	<b>12.15pm-3.15pm</b>
<b>Free</b>	<b>Free</b>	<b>£2.05 (school lunch)</b>	<b>Free</b>

26. Children start full-time school in the school year in which they turn five; the first year of school is called Reception. Applications for Reception places are made between November and January in the school year the child turns four, and are administered by the Local Authority.
27. A full time place in nursery does not guarantee a place in school. School admissions are allocated by the local authority and you must apply to the local authority again to obtain a place in school.
28. Details on how to apply for school places can be found on Middlesbrough Councils website [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) or contact School Admissions on 01642 201890.