

Chorlton CofE Primary School Nursery Admissions Policy 2026

Date approved by Governing Body:

Review Date: January 2027

1. Policy Statement

Our school's Nursery staff are committed to providing a high-quality standard of teaching and learning for our youngest children — and importantly, to giving them a happy start to school life.

We believe that the Foundation Stage should allow children to develop their creative and investigative skills in ways that are enjoyable, stimulating and challenging. Nursery provision is carefully planned and resourced to ensure all children benefit from a rich learning environment.

Our curriculum supports children's all-round development, including personal, social and emotional wellbeing, communication and language, early mathematics and physical development.

This policy supports the Nursery's commitment to ensuring that children leave the Foundation Stage confident, independent and ready for the next stage of their learning journey.

2. Aims

This policy aims to:

- provide clear information about Nursery admissions and allocation of places
- set out entitlement and funding arrangements
- outline fees, payment expectations and notice periods
- support high levels of attendance and positive transitions into Nursery
- promote inclusion and partnership with parents/carers

3. Admissions: Eligibility and Allocation of Places

3.1 Nursery Places

- Nursery places are allocated for the **complete academic year**.
- Places will be allocated to children who will be **aged 3 on or before 31st August** in the relevant academic year.
- Parents/carers will be clearly informed during the admissions process that Nursery places are offered for the full academic year.

3.2 Admission to Nursery and Main School

Parents/carers should note that admission to Nursery does **not** guarantee a place in the main school. Applications to Reception must be made separately through the Local Authority at the appropriate time. The Governing Body is **not** the admissions agent for places in the main school.

4. Oversubscription Criteria

Where applications exceed the number of available places, the school will use the same priorities for admission as those set by the Local Authority for admissions to the main school.

Places will be allocated in the following order:

1. Children in Local Authority care
2. Children with exceptional medical/social needs
3. Siblings of children who already attend Chorlton CE Primary School and who are living at the same address
4. Children of staff who have two years' continuous service
5. Distance from the school as measured by the DfE distance tool

5. Funding Entitlement and Free Hours

5.1 Universal Early Education Entitlement

For all children, the first **15 hours per week** are free of charge.

5.2 30 Hours Free Childcare (Extended Entitlement)

Some parents/carers may be eligible for an additional 15 hours, giving a total of **30 hours per week**, through the **HMRC Childcare Choices** website.

To be eligible:

- both parents in a two-parent family (or one parent in a single-parent family) must work
- each parent must earn, on average, the weekly minimum equivalent of **16 hours at National Minimum Wage or National Living Wage**
- each parent must have an annual income of **less than £100,000**

For full eligibility, please refer to **www.childcarechoices.gov.uk**.

The school will require evidence of entitlement, currently provided in the form of a valid code.

6. Additional Charges (Unfunded Time)

If a child qualifies for **30 hours free childcare**, this funds **6 hours** of the school day.

Children attend Nursery for **6 hours 30 minutes** each day. This means there is an unfunded period of **30 minutes per day**.

A small surcharge of **£2.50 per day** is payable to cover this unfunded time.

This may be charged weekly at **£12.50**, for the 38 weeks of the academic year (this may be subject to change).

Payments will be billed through the school's online payment system. Further details will be provided to parents/carers in September.

7. Additional Free Childcare Criteria (Manchester Funding)

Additional free childcare sessions may be offered to parents/carers who can satisfy the following criteria:

- The child is subject to a **Child Protection Plan**, and
- The family has a **Manchester postcode**, and can provide evidence that they are in receipt of one of the following qualifying benefits:
- Income Support, or
- Income-based Jobseeker's Allowance, or
- Support under Part VI of the Immigration and Asylum Act 1999, or
- The guaranteed part of Pension Credit, or
- Child Tax Credit (CTC) with an annual gross household income of no more than **£16,190**, provided you are not entitled to Working Tax Credit, or
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit, or
- Universal Credit

8. Evidence Requirements for Funded Places

Appropriate current evidence will be required to support free places offered under these criteria. The school will advise parents/carers what evidence is required.

All evidence will be:

- treated in complete confidence
- returned immediately
- not retained by the school

9. Costs to Parents/Carers Who Want a Full-Time Place but Do Not Receive a Free Place

- For all children, the first **15 hours per week** are free of charge.
- **Each nursery place is offered on a full-time basis.** While we may be able to offer part-time hours in exceptional circumstances, parents/carers should note that **the place remains a full-time place and the full fees apply.**
- The additional **3 hours per day** will be charged at a rate set each year to cover the gap between Local Authority funding and the cost of a full-time place.
- This fee is payable for all **38 weeks** of the academic year, regardless of start dates/settling-in periods.
- **The full amount is payable termly, regardless of how many days a child attends.**
- Fees must be paid **termly in advance** (payment dates will be advised by the school).
- **Where notice is given to withdraw a child from Nursery, fees remain payable in full for the complete notice term.**
- No refunds will be made in the case of an individual child's absence. Full refunds will be made only where the school is closed for exceptional reasons (e.g. severe weather conditions or strike action).
- Places may be withdrawn and re-allocated to children on the waiting list if fees are not paid by the agreed date and/or attendance is not consistent.

10. Notice Period for Withdrawal of a Nursery Place

A full term's notice must be given **in writing** to withdraw a child from a Nursery place.

Parents/carers will remain liable for payment of all fees for the full notice term, even if the child does not attend during this period. **No refunds will be made once notice has been given.**

11. Transition Arrangements

The school recognises that transition into Nursery is significant and may be challenging for children and parents/carers.

Nursery staff will work with parents/carers to establish an appropriately structured settling-in period. It is expected that most children will be settled on a full-time basis by the beginning of October.

Staff will identify children who may need a longer period to adapt and will work closely with parents/carers to agree a suitable transition plan.

12. Inclusion

We recognise that each child arrives with different experiences and needs. Every child must be valued and respected as an individual.

Foundation Stage staff will work to identify and meet, where possible, the special and additional needs of children through the settling-in period and throughout the Nursery year.

13. Attendance Expectations

The school offers **26 full-time Nursery places** to enable children to benefit fully from:

- consistent routines
- curriculum opportunities
- stable relationships with staff and peers

Children are expected to attend punctually and regularly. Parents/carers should notify staff as early as possible if a child is going to be absent.

Where attendance causes concern, staff will discuss this with parents/carers. In cases of prolonged or regular absence not resulting from special needs or agreed with the Headteacher, the place may be offered to another child.

14. Communication and Partnership with Parents/Carers

The school encourages strong parental involvement and seeks to work in partnership with families.

Parents/carers will have opportunities for regular informal and formal communication with Nursery staff and should feel welcome to raise questions or concerns at any time with the EYFS Lead.

The school welcomes support from parents/carers who wish to volunteer. **DBS clearance is required for all regular volunteers.**

15. Applications Process

- Application forms are available via the school website.
- The deadline for completed applications will be published annually.
- Parents/carers will be informed whether their application has been successful by the published decision date.
- Parents/carers applying for a full-time place will be informed at the same time whether they qualify for a free full-time place or if they need to pay the top-up fee.
- *Dates will be confirmed as soon as I know them*

All parents/carers must submit an application form, even if the child already has a sibling in school.

16. Complaints and Appeals

If a parent/carer believes their Nursery application has not been processed in accordance with this policy, they are entitled to follow the school's Complaints Procedure.

17. Review of Policy

This policy will be reviewed:

- annually, or
- earlier if required due to changes in local/national guidance, funding arrangements or school provision