



## **Pudsey Waterloo Primary School**

### **Nursery Admissions Policy**

#### **1. Purpose of the Policy**

The purpose of this policy is to inform parents about the fair allocation of school nursery places and to provide clear information on how we prioritise children's needs when allocating places.

***Please note the allocation of a Nursery place in school does not guarantee a Reception place. There is a separate admissions policy for school places.***

Nursery places are offered in date of birth order from our waiting list. Parent/carers can place their child's name on our waiting list after their child's first birthday.

#### **2. Basic Eligibility Criteria for 15 Hour Funded Places**

- The age of the child: Three years old upon entry to Nursery;
- Parents must provide an original birth certificate for key staff to check against data collection information and then return. This information is required before a child begins attending Nursery;
- **A Nursery contract must be signed termly by parents/carers.**

**Parents/carers cannot access 15 hours of funded nursery provision from more than one provider at the same time.**

#### **3. Basic Eligibility Criteria for 30 Hour Places**

Parents/carers must meet the government criteria for eligibility:

- Child must be three or four years old;
- Both parents/carers must be working, or the sole parent/carer is working in a lone parent family;

- Each parent/carer earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage, or national living wage;
- Each parent/carer must have an annual income of less than £100,000.

**Parents/carers must apply to HMRC in order to be eligible for 30 hours of funded provision.**

30 hour places will be allocated if available at the time of application. If there is a waiting list for places the following priorities will be applied:

- **Priority 1:** A sibling is in main school when the child is eligible to start Nursery.
- **Priority 2:** The child lives half a mile from Nursery (straight line distance).

#### 4. Offering Nursery Places

Offers for nursery places are made throughout the academic year. Offers for a place starting in September are made during the Spring term.. The attendance patterns outlined below are offered to all parents/carers with the exception of 30 hour funded places. These are offered in order of the priorities identified above.

The number of parent/carers accepting a 30 hour place and nursery capacity will inform when offers for 30 hours places are made to anyone eligible according to the Priority 2 criteria.

Nursery places are offered on a rolling programme until nursery is full. The majority of children will usually start attending Nursery in September each academic year, with an ongoing admission of children as they become three years old.

**Possible Attendance patterns:**

Attendance Pattern	Hours	Charges
Morning Sessions 15 hour offer	8.40am-11.40am	Free of charge
Afternoon Sessions 15 hour offer	12.30pm-3.30pm	Free of charge
Block 1 and Block 2 15 hour offers	<p>Full days places comprise of:</p> <ul style="list-style-type: none"> <li>• Morning session: 8.40am – 11.40am,</li> <li>• Optional lunchtime care: 11.40am – 12.30pm;</li> <li>• Afternoon session: 12.30pm – 3.30pm.</li> </ul> <p><i>Days required identified by parent/carers</i></p>	<ul style="list-style-type: none"> <li>• Free of charge if accessing 5 nursery sessions with no lunchtime care;</li> <li>• £2.50 charge per lunchtime care session;</li> </ul> <p><i>Parents can, if they wish, opt out of lunchtime care and associated charges by collecting their child at 11.40am and return their child to Nursery at 12.30pm.</i></p>
Wrap	<p>Half day session</p> <p>Full day session</p>	<ul style="list-style-type: none"> <li>• £10.40</li> <li>• £20.80</li> <li>• A £2.50 charge per lunchtime care session will be added to these charges.</li> </ul>

		<i>Parents can, if they wish, opt out of lunchtime care and associated charges by collecting their child at 11.40am and return their child to Nursery at 12.30pm.</i>
30 hours of Free Nursery provision	5 days comprising of 10 sessions: <ul style="list-style-type: none"> <li>• Morning session: 8.40am – 11.40am;</li> <li>• Optional lunchtime care 11.40am – 12.30pm;</li> <li>• Afternoon session: 12.30pm – 3.30pm.</li> </ul>	<ul style="list-style-type: none"> <li>• Free of charge if accessing 10 nursery sessions with no lunchtime care;</li> <li>• £2.50 charge per lunchtime care session;</li> <li>• £12.50 per week for 5 days lunchtime care sessions.</li> </ul> <i>Parents can, if they wish, opt out of lunchtime care and associated charges by collecting their child at 11.30am and return their child to Nursery at 12.30pm.</i>
A school dinner is optional for pupils and can be ordered at a charge of £2.20 per day.		

If we are unable to offer a child a Nursery place, their name can remain on our waiting list. When a place becomes available throughout the year, we offer places in date of birth order.

We can also provide details of other school nurseries, or childminders in the immediate area. Pudsey Waterloo Primary School Nursery cannot quality assure another provider; parents/carers must find out about the quality of provision in other settings.

### **Partnerships with Other Providers**

Pudsey Waterloo Nursery works collaboratively with other settings, in order to ensure the needs of children who access nursery provision across more than one provider are fully met. With parental consent, we offer half termly meetings with key workers in other settings to share information about children's interests, their progress and attainment.

### **Admission of Children still in Nappies**

Most children are expected to be able to use the toilet with supervision by an adult, if required, upon entry to nursery.

Children who still have continence issues at nursery admissions age will not be refused entry to the school nursery, however, we expect that toilet training is already underway and that children attending Nursery are in pants not nappies or pull-ups, unless there is a specific medical reason why this is necessary. For children with Special Educational Needs or medical needs, supporting reports from specialists may be required.

We will liaise closely with families to support the needs of the child.

### **Transition into Nursery**

In the term before children are eligible to start attending Nursery, parents/carers and children are invited to attend Stay and Play sessions. These sessions support parents/carers and children in becoming familiar with nursery environments for learning, adults working in nursery and playing in close proximity to other children.

### Key Workers

Children are assigned a key worker during their transition into Nursery. Key workers are staff working in Nursery during the main sessions on a daily basis.

**This Nursery Admissions Policy was adopted by Pudsey Waterloo Primary School on 01/03/2021**

Chair of Governors – Mr. J Woods		
Signature:		
Frequency of review:	4 years	
To be reviewed and approved by:	PWPS Full Board	
Date of next review:	March 2025	

### REVIEW RECORD

Date of review	Reason for review	Date of next review

Name:		Signature:	
on behalf of PWPS Full Board			

Date of review	Reason for review	Date of next review

Name:			
on behalf of PWPS Full Board			

Date of review	Reason for review	Date of next review

<b>Name:</b>		<b>Signature:</b>	
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on behalf of PWPS Full Board