

# Navigation Primary



Working together, learning together

## Nursery Admissions Policy

Approved by Governing Body on 26<sup>th</sup> September 2018

### 1. Introduction

All three year olds in Trafford LA are entitled to free nursery provision for three hours a day or the equivalent of fifteen hours a week. Working parents (earning the equivalent of sixteen hours per week at the national minimum wage) are entitled to 30 hours (fifteen existing hours plus an extra fifteen hours if eligible) free provision per week from September 2017. Therefore, in line with LA and DfE guidance, we will offer fifteen and thirty hour places. At Navigation PS we will also offer 'top up' places for parents who want their child in nursery above the 15 hours who are not eligible for the 30 hour provision – as detailed in the Nursery Top-Up Fees Policy and strictly at the headteacher's discretion when there are places available.

## **2. Our Provision**

At Navigation PS we can offer 52 part-time places (the places offered are either in a morning from 8.45 until 11.45 or in the afternoon from 12.25 until 3.25) or a mixture of part – time and full time places to the equivalent of 52 part-time places.

## **3. Our Aims**

- To provide a fair system whereby children are given their entitlement of nursery education.
- To ensure our provision promotes secure foundations for future learning.

## **4. Criteria for Admission**

Places for admission to Navigation PS Nursery will be offered according to the following criteria:

1. "Looked after" children and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
2. Those children who live in the catchment area of the requested school, who will have a sibling attending 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).
3. Those children who live in the catchment area of the requested school.
4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary 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).
5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666), Royal Mail Postal Address Information may be used in some instances. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the Alphabetical List of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School"

Please note that children who are in catchment and require a 'top-up' session will always have priority over children outside of the school catchment.

Oversubscription criteria: if there are more applicants than can be accommodated places will be offered to those children whose place of residence is nearest to the school, measured in a direct straight line from the front door of the child's place of residence to the main entrance of the school.

## **5. Understanding Navigation Primary School**

- Parents of all of the children who intend taking up a place at our nursery will be invited to school for an information evening in July and will also receive a home- visit from two of the nursery staff before their

child starts nursery. This is a chance for parents to ask any questions regarding this important phase of their child's life. All appropriate forms will be completed at this stage too.

- To make the transition easier for the children, they will have a staggered start in groups. This information is given directly to parents so they know well in advance when their child has a visit.

## **6. Organisation of Intake**

6.1 The school reserves the right to allocate the places as it sees fit but will try to accommodate different requirements with 15 hours, 30 hours and 'top up sessions'. Where space is available, pupils will be admitted to the nursery the term after they become three. Pupils born on or before 31st August in the relevant year will be admitted in the autumn term. If spaces in nursery become available and at the headteacher's discretion then the school will offer a January intake for pupils born on or before 31st December. Casual admissions during the school year are subject to there being suitable vacancies and are in the discretion of the headteacher. Parents interested in places should keep in contact with the school.

6.2 All applications will be carefully considered by the nursery staff and headteacher in accordance with the admissions criteria. Places will be offered according to the admissions criteria outlined above and on the professional judgment of the headteacher who will consider the overall situation in order to benefit all the nursery children.

### **6.3 15 hours:**

Within Navigation's nursery any parent who is entitled to have their child in nursery for fifteen hours a week will be offered either five mornings or five afternoons. Although parents will be asked their preference over a morning or an afternoon place, we cannot always guarantee that they will get it.

### **6.4 30 hours:**

The definition of who will be eligible for 30 funded hours is contained within the Childcare Act 2016 and subsequent, supporting legislation. Currently, parents who meet the following criteria will be entitled to have 30 hours of nursery provision:

- both parents are working (or the sole parent is working in a lone parent family) and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year.
- it is a one parent household and the working parent meets the income rules.
- Working will include employed and self-employed persons.

Parents will not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW. This means that, when the new entitlement goes live, a working parent who is over 25 will need to earn a weekly minimum equivalent of £115.20 whereas a working parent who is 21 will need to earn weekly minimum equivalent of around £107 (at this year's rates). Parents on zero contract hours who meet the criteria are included in the entitlement criteria.

There are some exceptions from two parent rules and children will also be entitled if:

- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave
- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay.
- one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

This criteria is subject to the current government legislation and this policy is subject to change we will continue to work in line with the statutory guidance in 'Early education and childcare'.

Parents will need to apply online to HMRC to access the extra 15 hour free entitlement. If they are eligible they will receive a code that has to be checked by the school and local authority.

Parents are entitled to select where they would like to use the 30 hours of nursery provision, however any parent who is eligible for 30 hours funded childcare and elects a full time place at Navigation Primary School must use ALL of the 30 hours in this setting.

Lunchtime is not included within the 30 funded hours and parents can either:

- take their child home at lunchtime at 11.45 and return at 12.25 or
- their child can remain in school over lunchtime and the cost for this will be £2.50; children can either bring a packed lunch from home or have a school dinner which are currently £2.20 [this is subject to change].

### **6.6 Top Up Sessions**

Top Up sessions will be allocated subject to availability and at the headteacher's discretion and according to the Nursery Top –Up Policy.

### **6.7 Withdrawal of places:**

Parents are advised that places could be withdrawn if:

- there is a poor record of attendance or persistent lateness,
- for non-payment of fees in relation to a top-up place, or
- where parents are no longer entitled to 30 hours of provision because their eligibility has changed. Where this is the case, parents will be offered a 'top up' place if they would like extended provision to continue.

### **6.8 Grace period:**

Where parents no longer meet the eligibility criteria, Local Authorities are expected to provide a 'grace period' so that funding will continue for a given time. Currently the grace periods are as follows:

#### **Autumn and Spring terms**

- a child who becomes ineligible during the first half of a term (up to the first day of the half-term holiday) should be funded until the end of that term.
- a child who becomes ineligible in the latter half of the term (up to the first day of the Christmas and Easter holiday) should be funded until the end of the following half-term.

#### **Summer term**

- a child who becomes ineligible in the first half of the summer term (up to the first day of the half-term holiday) should be funded until the end of the term.
- a child who becomes ineligible in the latter half of the summer term (up to the first day of the summer holiday) should be funded until the start of the following term in September.

These are subject to the advice of the local authority.

## **7. ADMISSIONS PROCEDURE**

- 7.1 To apply for a place in the nursery, parents should complete a Navigation PS Nursery Admission Form and return it to school. Applications will be accepted from the date of the child's second birthday. Parents should give full information in order to assist in the allocation of places. All details are confidential. These forms should be returned to school by **1st February 2019** in order to be considered for the September 2019 admission procedure. Any applications received after this date will be considered after all other applications.

- 7.2 When a place is available the school will inform applicants by letter. Applicants will be informed of availability of places from **mid-February 2019**.
- 7.3 A first wave of offers will be sent out within February. When these offers have been accepted/rejected if there are still places available, a second wave of offers will be sent out and so on until all places have been allocated.
- 7.4 Parents will need to accept the place in writing within two weeks of the offer otherwise the place will be withdrawn and offered to another child.
- 7.5 Proof of residency, the child's date of birth and eligibility for 30 hours funding [if applicable] will need to be submitted to the school office on the acceptance of a place. Details of the proof required will be outlined in the offer letter and failure to provide such proof may lead to the withdrawal of the offered place.
- 7.6 Each nursery intake will require a home visit before the child can start. In addition there will be a play and stay session for the child and parents to attend to ease transition.
- 7.7 Two emergency contact numbers and any medical information must be provided and regularly updated by parents.
- 7.8 Children must be brought and collected punctually by a responsible adult over the age of 18. That adult must ensure that they make their presence known to the nursery staff, so that they can register the child's arrival and collection.

## **8. RIGHT OF APPEAL**

1. Decisions made on offering nursery places are made by the school in line with the admission criteria outlined in Section 7 above. You have the right to appeal against any decision made and a governors' appeal panel has been set up specifically for this purpose.
2. If you wish to exercise your right of appeal please write to the Governor Appeals Panel, c/o the headteacher (or email on [admin@navigationprimary.com](mailto:admin@navigationprimary.com)). The closing date for receipt of appeals is 28 days from the receipt of the final decision letter.
3. **Any appeal must be based on whether the school followed its agreed admission arrangements. The appeal must state why the parent believes that the school has not followed these arrangements.**

## **9. Disability Equality Statement**

All pupils at Navigation are valued and treated equally, regardless of background, belief, gender and ability or any disability and Navigation PS welcomes diversity within its community. Navigation PS is keen to make sure that it does not make it difficult for disabled children, young people and adults to be involved in every part of school life

## **10. Reception places**

11. If your child is allocated a place at Navigation Primary School nursery, it **does not** mean that your child will automatically be allocated a place to reception. This is managed by the LA and all applications need to go through them.

## **12. Review of Policy**

This policy will be reviewed and revised in line with developments issued by the LA.