



Tyntesfield
Primary School

Nursery Admission POLICY

**Tyntesfield
Primary School**

Policy approved: Autumn 2025

Policy review: Autumn 2026

At the time of writing, all Nursery aged children are eligible for 15 hours free Nursery provision. Some may become eligible for 30 hours, provided you as parents fulfil certain criteria as listed below:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England

Parents can find out more and register for 30 hours provision at: www.childcarechoices.gov.uk

The following policy has been agreed by the Governing Body for admission to the Nursery after 1st September 2025. The policy is published on the website and follows the latest Government legislation regarding admissions.

We adopt as our policy the Trafford's guidelines "Admissions to Primary School". When determining the priorities for admission the following criteria will be applied:

1. Children will be eligible for a Nursery place when they are three years old by 31st August of the year of admission.
2. We offer full time and part time places:
 - five mornings (8.40 – 11.40am)
 - five afternoons (12.30 – 3.30pm)
 - five full days (8.40 – 3.30pm)
3. Places will be offered in order to balance morning and afternoon sessions at the discretion of the Headteacher, giving due consideration to parental choice.
4. We shall give preference in the following order:
 - Looked After Children
 - Children with a Statement of Educational Need or EHC Plan.
 - to children within our catchment zone (as defined on Trafford's website), with siblings
 - to children within our catchment zone (as defined on Trafford's website), without siblings
 - to children out-of-catchment zone with siblings in the school
 - to children out-of-catchment zone without siblings
5. Where the number of applications exceeds the number of places available, we will offer places in order of the proximity to the school.

Full-Time Nursery Places

*Children attending full-time nursery receive more than the standard 15 hours of free childcare per week. If your child is eligible for the government's **30 hours funded childcare**, most of these additional hours will be covered.*

*However, our full-time nursery day runs from **8:40am to 3:30pm**, which is **50 minutes per day (or 4.16 hours per week)** beyond the 30-hour entitlement. This extra time is not funded by the government and therefore carries a small additional charge.*

Fees and Payment

- If you **are eligible** for 30 hours funding and your child is offered a full-time place, you will be charged **only for the extra 50 minutes per day**.
- If you **are not eligible** for 30 hours funding, you will be charged for all hours beyond the universal 15 hours per week.
- All fees are set by the **governing body** and are payable **half-termly in advance** via **ParentPay**.
- You can choose to pay the full amount upfront or in weekly instalments, but the full balance must be paid by the **end of each half term**.

Applications for Nursery

Admission to the Nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

Children are eligible for admission in the September after they reach their 3rd birthday.

Applications for Nursery have closing dates which are clearly stated on the relevant application form. This can be obtained from the school office.

Some applications may require special priority. These will be considered and the decision will rest on the professional judgement of the Headteacher.

The Headteacher will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place.

An application form for a nursery place in the September intake should be completed by parents and submitted to the Headteacher **by 15th January** which precedes the academic year in which the child will have his or her fourth birthday. Applications received after this date will be considered once the first application round is completed and places have been allocated

Late Applications

Late applications received after the closing date will be considered once the initial application process has been completed. Dates for this process can be obtained from the school office. Places from in-year applicants will be considered using the above admission criteria if there are spaces.

Informing Parents regarding applications

- Notifications about Nursery admissions will be sent to parents on the Friday before the February half term.
- If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a waiting list.
- Parents/guardians will need to accept the place in writing, on the reply form provided.

Attendance at the Nursery Class

- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.

- Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme. Milk is also available free of charge.
- We ask that children are toilet trained before starting Nursery, as this supports their independence and helps them fully access the learning environment. If you have any concerns or your child is still working towards this milestone, we kindly ask that you work with the school to address these concerns (Please also see our Intimate Care Policy)

Address of Pupil

Home address refers to the child's permanent home at the proposed date of admission.

Where the parents live at different addresses, the current 'at the time of application' address will be the one used. This will normally be the one where the child 'wakes up' for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address e.g. utility bill, driving licence etc. Where there is dispute about the correct address to use, the Governing Body reserves the right to make enquiries of any relevant third parties e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Fraudulent Admissions

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent, which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be reconsidered and a right of appeal offered if a place is refused.

Children in Receipt of an Education, Health and Care Plan (EHCP)

A child with an EHCP for special educational needs and/or disability will automatically be admitted where the school is named in the EHCP.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.