

Nursery Admissions and Procedures Policy

Pike Fold Community Primary School



Approved by:	Chair of Governors	Date: 10/10/2024
Last reviewed:	July 2025	
Next review due by:	July 2026 (next full consultation due 2029)	

All nursery aged children 3–4-year-olds 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 30hours provision at: www.childcarechoices.gov.uk

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

Children can be admitted to nursery at the start of the term following their third birthday if places are available. Under current legislation all children of Nursery age are entitled to 15 hours funded provision each week. Funded provision is financed by central and local government. At Pike Fold the 15 hours funded provision is provided over 5 morning sessions.

In the event that there are more applicants than places, the Governing Body will put the applications into rank order according to the agreed over-subscription criteria to determine the admissions of children into the Nursery.

From September 2025, Nursery places will only be offered to all families on a part time basis for 15 hours per week. This matches the 'Universal Free' child care entitlement for 3- & 4-year-olds provided by the Government.

All of our families will however, have the *option* to top up their 15 hours to full time.

If you choose to do this, you will need **one** of the following:

- To be in receipt of the *extended* 15 hours funding from the government (30 hour code)
OR
- To pay for extra provision yourself, payment being made directly to school ahead of each half term.

If you choose to take a full-time place, either funded or paid for, the total amount of hours that your child will spend at school will be 32.5 (8:50am until 3:20pm), this is half an hour a day (2.5 hours per week) above the 30 hours free entitlement which the government currently offers to eligible families. The supervision costs for the extra 2.5 hours spent on site (30 minutes lunchtime per day) will not be re-charged to parents, whether the full-time place is self-funded or government funded.

Once a place has been offered, parents will be asked to inform us which option they would like to take for their child starting in our Nursery.

Nursery Core Offer

If you would like to take up the core offer of a **part time** place for your child, there are two options to consider:

Option 1 – No hot meal at school

Universal offer 15 hours for all 3–4-year-olds

Monday	Tuesday	Wednesday	Thursday	Friday
8:50am- 11:50am 3hours (Education)	8:50am- 11:50am 3hours (Education)	8:50am- 11:50am 3hours (Education)	8:50am- 11:50am 3hours (Education)	8:50am- 11:50am 3hours (Education)

Option 2 – Hot meal at school (Paid for by parents/guardians or through Free School Meal entitlement.)

Universal offer 15 hours for all 3–4-year-olds

Monday	Tuesday	Wednesday	Thursday	Friday
8:50am- 12:20pm 3hours (Education)	8:50am- 12:20pm 3hours (Education)	8:50am- 12:20pm 3hours (Education)	8:50am- 12:20pm 3hours (Education)	8:50am- 12:20pm 3hours (Education)

Further Breakdown

8:50am- 11:15am Education (2hrs 25mins)

11:15am-11:45am Lunch hot meal (30mins)

11:45am-12:20pm Education (35 mins)

Should a parent or guardian choose option 2, Pike Fold will offer support to families and will fund the lunchtime supervision costs. Therefore, receiving 30 mins a day *extra* childcare at no cost to the parent or guardian other than the meal (unless entitled to free school meals) This is 2.5 hours above the 15-hour funding we receive.

Nursery Extended Offer

If parents or guardians would like to apply for a full-time place for their child then they must be in receipt of a valid extended funding code (30-hour code) prior to the start of the half term **OR** choose to fund this themselves on a half termly basis.

A full-time place will usually be available the term after the code has been authorised by the school. This must be checked for validity every 3 months. School will confirm with each parent.

30-hours - Self-funded or funded by 30-hour codes for 3–4-year-olds

Monday	Tuesday	Wednesday	Thursday	Friday
8:50am – 3:20pm 6 hours (Education)	8:50am – 3:20pm 6 hours (Education)	8:50am – 3:20pm 6 hours (Education)	8:50am – 3:20pm 6 hours (Education)	8:50am – 3:20pm 6 hours (Education)

Further Breakdown

8:50am- 11:15am Education (2hrs 25mins)

11:15am-11:45am Lunch (30mins)

11:45am-3:20pm Education (3hrs 35mins)

Education= 2hrs 25mins + 3hrs 35mins = 6hrs per day x 5 days = 30 hours a week

Nursery Full Time Provision Procedure (extended offer)

Children are admitted to the nursery in the term following their third birthday if places are available. They will attend a morning (15 hours universal funding) session. Some full-time places may be available for an extra charge (funded by parents/carers or via the extended government 30 hours funding).

The charge will be made for every day of the term and there will be no refund if the child is absent for any reason (Nursery costs do not reduce if a child is absent). The rate applied will be equal to that of what the school receive for the universal 15 hour offer from the City council. This is currently £6.12 per hour which equates to £18.36 per day. The charges may change in line with the national funding and parents will be notified of this.

Parents or guardians who are entitled to 30 free hours funding must obtain their 'eligibility code' from HMRC and give this to school, along with their NI number and child's birth certificate for us to authorise and approve.

Parents eligibility must be checked every 3 months by themselves, this can be done quickly and efficiently by logging into the Gov.uk portal as soon as reminded so that there is no gap in your child's eligibility for 30 hours of education. **The school are unable to do this on behalf of the parent or guardian.**

For paying parents, all payments must be made for each half term in advance using our online payment system. An invoice will be issued at least 10 days before the payment is due.

Withdrawing from full time places

Parents can withdraw their child any time from a full-time nursery place, however a half term's notice is required. We will be unable to refund a parent for any fees which fall within this notice period where the place is withdrawn immediately.

Keeping up with payments

For parents who pay for the full-time places; if payment is not received by 10 working days after the date due, the full-time nursery place will be withdrawn with immediate effect and your child will revert to the core offer only.

For parents who are eligible for 30 hours of funding, school will be notified by Manchester LA if a parent 'falls out of validity'. If the code is not revalidated within the time frame, the full-time place will be withdrawn unless parents decide to self-fund as explained above.

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.

Applications for Nursery have a closing date which is clearly stated on the relevant application form and school website. This can be obtained from the school website for you to apply online.

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.

Allocation of Places

Allocations will be made to children who are 3 years old by 1st September and notifications sent to parents during the first summer term and places will be allocated using the over subscription criteria as set out below.

The nursery admissions policy is as follows:

1. Children will become eligible for admission to a Manchester nursery school or to a nursery class in a community or voluntary controlled infant/primary school once they turn three.
2. Where the number of children seeking admission is within the set number of places, then every child shall be given a place as of right.
3. Where the number of requests for admission exceeds the number of places, children will be admitted in the following priority order:

Category 1

Children with exceptional social, medical or educational needs, including

- children in need (as determined by Section 17 (10) of the Children Act 1989) where educational provision is deemed to be the most appropriate response.
- children for whom significant documentary provision is available from relevant professionals (including those from Health Authorities and Social Services), which indicate that the provision of education will be of benefit to the child and school feel they can meet the needs of the child. This does not include Resource Provision places as this needs to go through the local Authority statutory assessment team.
- children who are formally classed as 'looked after' by the Local Authority.

Category 2

- children who will have a sister or brother attending the main school (from Rec to Year 5) when they take up their place

In the event that the number of category 2 admissions will cause the school to exceed its set number of places, admissions will be prioritised based upon number of siblings currently in school, age, eldest first then distance between the child's permanent home address and the school, measured in a straight line. Those children living nearest the school will be admitted until all the places have been taken up.

Category 3

If, after category 1 and category 2 admissions have been agreed, the school still has spare places, then further admissions will be prioritised according to the distance between the child's permanent home address and the school will be admitted until all the places have been taken up.

Category 4

If, after category 1, 2 and 3 admissions have been agreed, a school still has spare places, then applications from non-Manchester pupils can be considered.

Where more non-Manchester children seek admission than there are places available, then those living nearest the school (as measured between their permanent home address and the school, measured in a straight line) will be admitted until all the spare places have been taken up.

NOTES

- All category 1 admissions will be determined by the Chief Education Officer, based on the information available at the time.
- All category 1 admissions will be subject to Part 3 of the Children & Families Act 2014 (Page 30) which specifies that:

Children with SEN in maintained nurseries and mainstream schools

(1) This section applies where a child with special educational needs is being educated in a maintained nursery school or a mainstream school.

(2) Those concerned with making special educational provision for the child must secure that the child engages in the activities of the school together with children who do not have special educational needs, subject to subsection (3).

(3) Subsection (2) applies only so far as is reasonably practicable and is compatible with—

(a) the child receiving the special educational provision called for by his or her special educational needs,

(b) the provision of efficient education for the children with whom he or she will be educated, and

(c) the efficient use of resources.

Children applying under this section will not be guaranteed a place until the Head and Governing Body are satisfied that subsection (2) has been fully assessed and it has been deemed reasonably practicable for the child to be offered a place in the nursery and the school are able to meet the need.

(The full document can be read at

http://www.legislation.gov.uk/ukpga/2014/6/pdfs/ukpga_20140006_en.pdf)

- When applying the criteria for admission, the headteacher shall have regard to the age profile of the nursery, so that an 'appropriate balance' between 3- and 4-year-olds is achieved. This may mean that admissions may vary from the priority order set out above, from time to time. All such variations shall be notified to the Chief Education Officer, for information.
- The school reserves the right to negotiate induction arrangements with parents/carers where this is felt to be appropriate to the particular needs of the child concerned. If school feel we can not meet appropriate needs we will inform the parent that the setting is not suitable.
- We will also withdraw our offer if parents fail to respond to an offer within a reasonable time and/or make an intentionally misleading or fraudulent application

Late Applications

Late applications received after the closing date will be considered once the initial application process has been completed. 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 in the first summer term.
- If demand is very high, applicants may be unsuccessful.
- 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 couple of visits to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- Parents/guardians will be invited in for a 'Parent ONLY meeting'.
- A home visit will be conducted prior to your child starting Nursery.
- 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.

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.