

Nursery Admissions Policy



September 2024

Approved by:

Last reviewed on: 13th September 2024

Next review due by: September 2026

If you would like your child to attend our Nursery school, please see full details of our admission arrangements below.

Admissions to Nursery Policy

Admissions to our nursery are handled by school. In the first instance you are advised to contact school and speak to a member of our office team to put your child's name on our waiting list. Our waiting list can also be found on our school website. In recent years we have been able to accommodate all children wanting a place in our Nursery, however, should we have more applicants than places we will award places according to the Manchester LA Admissions Policy which can be found on our school website.

If we can offer your child a place in our nursery, we will contact you by email to make the offer. We will then arrange a home visit and visit your child in their current nursery (If they attend one)

We will make offers to children that are 3 years old before 31st August for a September start and offer. If we have capacity to make additional offers in the school year, you will be contacted at the dates listed below.

- Places for September starts will be offered around the Summer 1/Summer 2 Term.
- Places for January starts will be offered around the Autumn 2 Term.
- Places for an April start will be offered around the end of Spring 1/Beginning of Spring 2 term.

Children must be 3 years old before they can be admitted to the Nursery.

We do not offer on a “first come basis”.

- You may register your child on our waiting list by clicking on the link below

[Nursery Waiting List](#)

or visiting our school website

INCLUSION

Charlestown Nursery aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Our nursery is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.

ENTITLEMENT TO A NURSERY EDUCATION.

Charlestown Nursery offers 3 and 4 year old children a full time Nursery place. This is for 38 weeks each year during term time and is for **Manchester Residents*** based on their postcode. Please see the definition of a **Manchester Resident*** at the end of the policy.

Charlestown Nursery is a **full-time** nursery. We do not offer any part time places. All 3 & 4 year old children in England are entitled to 15 hours free childcare (570 hours per year). This is known as **universal** free child care. In addition to **universal** free childcare some 3 & 4 year old children may be eligible for a further 15 hours free childcare (570 hours per year). This is known as **extended** free childcare. If you're eligible for the extra **extended** hours, you must sign up and register online. You will then be issued with a unique code. This code must then be given to the school to reserve and retain your nursery place.

The website is: <https://childcare-support.tax.service.gov.uk>

For Manchester Residents* only: -

The cost of the additional hours to take your child to full time** nursery hours will currently be met by the school. This is however subject to ongoing review and may change in the future. It is also subject to all **Manchester Residents*** registering online at <https://childcare-support.tax.service.gov.uk> (as detailed below), to check their individual eligibility as to the possibility of Charlestown Nursery School claiming the additional funding, in line with the **extended** free child care entitlements. Failure to comply with our request may result in any offer being withdrawn.

Information on 30 hours entitlement (15 hours universal & 15 hours extended) and how to apply

In September 2017 funding for early education for 3 and 4 year old children changed.

All families with a 3 and 4 year old child will still be eligible for the **universal** offer of free early education of up to 15 hours a week term time or a total of 570 hours taken throughout the year. Some children will also be eligible for **extended** childcare which provides up to a further 15 hours per week term time or a total of 570 hours taken throughout the year.

You will be eligible for the **extended** free childcare if the criteria below is applicable to you:

- both parents must be working (or the sole parent is working in a lone parent family), and each parent earns a weekly minimum equivalent to 16 hours at national minimum wage or living wage, and less than £100,000 per year, working will include employed and self-employed persons
- in general families where one parent does not work (or neither parent works) will not be eligible for these additional hours
- 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 • What you have to do to apply

You can check what help you could get with childcare costs and an indication as to your eligibility for 30 hours free childcare via [the GOV UK website www.gov.uk](https://www.gov.uk). You need to go to a “checking portal” to find out if you are eligible. Once the portal is open, register and apply for a childcare service account. If eligible you will be issued with a code. This code then needs to be passed onto the school. You will need to re-register every 3 months and provide this unique code to the school every 3 months to maintain your nursery place. Failure to re-register and provide the unique code to the school may result in your nursery place being withdrawn. It usually takes 20 minutes to apply. You may find out if you’re eligible straight away, but it can take up to 7 days.

ADMISSIONS POLICY

The responsibility for determining the admissions for nursery age children lies with the Governing Body of Charlestown Primary School.

Charlestown has 52 **full time** places available for nursery age children aged 3 & 4. These places are available to **Manchester residents*** based upon the definitions as detailed at the end of this policy. Proof of address will be required. We do not offer any part time nursery places.

A **conditional offer** may be made to **Manchester Residents*** after a home visit has been undertaken by the school. A conditional offer will also be subject to the family attending an initial Parents Meeting at the school and also subsequent termly meetings also held at the school. You will be required to share your employment circumstances and complete any application forms enabling the school to receive funding. Failure to comply with this will mean that we may withdraw our offer of a place.

ADMISSION CRITERIA

The Governors use the following criteria when prioritising applications: -

1. Looked after Children.
2. Children with a disability or SEN that are a **Manchester resident***. See below for the definition of a **Manchester Resident***
3. Children with a sibling who will be attending the school at the time of admission.
4. Children that are a **Manchester resident*** based on their position on the waiting list. See below for the definition of a **Manchester Resident***. Other Children who live outside Manchester City's boundaries. **Fees will apply.**
5. If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school and done in conjunction with all of the above criteria.

APPLYING FOR A PLACE IN THE NURSERY

Parents can register a note of interest for their child to attend the Nursery by visiting our school website <http://www.charlestown.manchester.sch.uk/>

Being placed on the note of interest register **does not guarantee** a place in the Nursery. Places will be allocated using the Charlestown Primary School admission criteria as detailed in this policy. Children who attend Charlestown's Nursery **do not** have an automatic place in our Reception and should apply through the usual channels via Manchester City Council Central Admissions. If you have a child in the nursery, it does not mean that older siblings will be offered a place in the main school.

Once a place becomes available in our nursery and your child is 3 years old, a member of our Early years team will give you a call, you will then be sent an admissions form that will need to be completed before your child can start at our nursery and a birth certificate will need to be shown.

MANCHESTER RESIDENT* - Outline Definition

A Manchester resident is determined by postcode and the Council that the property of domicile is aligned to.

As an example; M8 residents pay their council tax to Manchester City Council which means they are in the catchment area of the school and also Manchester Residents. A resident of M24 or M25 is aligned to Rochdale and Bury Councils as this is where council tax payments are made. As such residents in these areas are not Manchester Residents.

NON-MANCHESTER RESIDENTS

You may be offered a full-time place, **subject to availability**, if your child has a sibling in our main school.

15 hours will be funded by **Universal** Free Child Care and the additional 15 hours childcare will be funded by the **family** in line with our charging structure outlined in **appendix 1**.

You may however be eligible to claim for the further 15 hours **extended** free child care as detailed earlier. Please see the above and also log onto <https://childcare.support.tax.service.gov.uk>

SCHOOL DAY

Sessions are: 8:45 – 3.20pm Monday – Thursday
8.45am – 2.10pm on Fridays with lunch in-between.

Children will be required to bring a packed lunch or **pay** for a school lunch or can apply for free school meals if you are eligible. To apply please see link below.
<https://www.cloudforedu.org.uk/ofsm/sims>

Charges will be outlined in the parent/school contract.

REVIEW

This policy will be reviewed regularly, and the school reserves the right to amend the policy throughout the school year.

THIS POLICY WILL BE REVIEWED ANNUALLY BY GOVERNORS.

