

Navigation Primary



Working together, learning together

Nursery Admissions & Top Ups Policy For pupils joining in 2026-27

Approved by: Finance Personnel & Facilities
Committee

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Next review due
by: AUTUMN 2026

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 –these are 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 the 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 all previously Looked After Children. 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 (as defined in Section 22(1) of the Children Act 1989).

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

*Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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. The distance from the home address will be calculated from the seed point of the property, which is defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666), and are available for each individual property on request from Trafford's School Admission Team.

For applicants resident outside Trafford, the seed point data will be provided by the Home Authority. Royal Mail Postal Address Information may be used in some instances. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the [Directory of Primary Schools](#). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

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 at a school in criteria 1 to 5, places will be offered to those children in each criterion, whose place of residence is nearest to the school, as defined in criterion 5.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw, conducted and scrutinised by persons independent from the School, and from the Children's Services Directorate.

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 the summer term 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. Parents can check if they are eligible by visiting <http://www.gov.uk/30-hours-free-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 is currently £3.50 [this is subject to change] depending children can either bring a packed lunch from home or have a school dinner which are currently £2.65 [this is subject to change] or
- take their child's 30 funded hours across a continuous daily block from 8:45am to 2:45pm.

6.6 Top Up Sessions

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

Payment structure:

- Nursery 'top up' sessions are currently £15.00 a day, £75.00 per week.
- All fees are required in a half term in advance and must be paid by the Friday before the half term commences. A payment schedule and reminders will be sent out from the school showing the amount that needs to be paid.
- Charges will be made for sessions even when a child is absent due to sickness or a holiday.

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 **15th January** to be considered for the September of that year 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 email. Applicants will be informed of availability of places from **mid-February**.
- 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, via email or post 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). 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 parents believe that the school has not followed these arrangements.**

9. Equality Statement

Navigation Primary School is committed to keeping all pupils safe and achieving great educational outcomes for all children, including those with protected characteristics as defined by Section 4 of the Equality Act 2010.

10. Reception places

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.

11. Review of Policy

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

Amends

Para 4 amended to align with Trafford LA admissions criteria for 2026 – slight wording changes to distance calculation and clarification of process when over subscription