

# Nursery Admission Policy

## Scholar Green Primary School



Confirmation that the in respect of Scholar Green Primary School has been discussed and approved by the Governing Body.

Date: July 2025

Committee: FGB

Date for review: July 27

# Nursery Admissions Policy

## 1. Introduction

At Scholar Green Primary and Nursery School, we are committed to providing a nurturing, inclusive, and stimulating environment where every child can thrive. Our nursery offers high-quality early years education, in line with the Early Years Foundation Stage (EYFS) framework. This policy outlines the criteria and procedures for admission to our nursery provision.

## 2. Nursery Provision

Our nursery offers both part-time and full-time places for children aged 2, 3 and 4 years old. We offer the following sessions:

- Morning session: 9:00am – 11:30am
- Afternoon session: 12:30pm – 3:00pm
- Full day: 9:00am – 3:00pm (children staying all day may bring a packed lunch or access school meals)

Where possible we offer flexible session for children to attend, however the minimum session uptake must be equivalent to one session- at least 2.5 hours.

Nursery pupils can also access childcare within 'The Den' wrap around care club from 7:30am-9:00am and 3:00pm-6:00pm.

We offer funded 15-hour and 30-hour places, depending on eligibility, as well as additional hours which may be purchased by parents/carers if places are available. There are a maximum of 32 places available in each cohort.

## 3. Admissions Criteria

Places in the nursery are allocated in accordance with the following criteria, in priority order:

1. Looked after children and previously looked after children.
2. Children with an Education, Health and Care Plan (EHCP) which names the school.
3. Children with exceptional social or medical needs, supported by professional evidence.
4. Siblings of children who will be attending Scholar Green Primary School at the time of admission.
5. Children living in the school's catchment area, based on proximity to the school.
6. Children with a home residence within Cheshire East
7. All other children, with priority given to those who live nearest the school.

## 4. Age of Admission

Children are eligible to join the nursery from their second birthday.

## 5. Application Process

- Parents/carers must complete the nursery application form, available from the school office or website.
- Applications are accepted on a rolling basis but places are normally allocated for September, January or April entry.
- The deadline for September admissions is 31<sup>st</sup> March (offers made by 15<sup>th</sup> April)
- The deadline for January admissions is 30<sup>th</sup> November (offers made 15<sup>th</sup> December)
- The deadline for April admissions is 28<sup>th</sup> February (offers made by 15<sup>th</sup> March)

Offers will be made in writing, usually via email, to parents.

## 6. Funded Places

We offer government-funded early education for eligible children:

In England, government-funded early education and childcare is available for eligible children, including a universal offer for all 3 and 4-year-olds, and additional hours for working parents. Eligibility and the number of funded hours vary based on the child's age and family circumstances.

Key Points:

- **Universal Offer:**

All 3 and 4-year-olds in England are eligible for 15 hours of funded early education per week for 38 weeks a year.

- **Working Parents:**

Working parents may be eligible for an additional 15 hours, totalling 30 hours per week, for children aged 9 months to 4 years old, from the term after they turn nine months old.

- **Two-Year-Olds:**

Some two-year-olds are also eligible for 15 hours a week if their parents receive certain benefits or support.

- **Funding Duration:**

Funded hours are typically provided for 38 weeks a year, but some providers allow for "stretching" the hours over more weeks with fewer hours per week. Scholar Green allow parents to "stretch" the entitlement over 51 weeks of the year.

Extended 30 hours: Available for eligible working families. Parents must apply through the HMRC Childcare Service and provide the school with a valid 30-hour code.

## **7. Paid Sessions**

Subject to availability, additional sessions may be purchased. A current pricing structure is available from the school office. Invoices are issued termly, and payments must be made in advance.

## **8. Attendance and Transition**

Regular attendance is encouraged to support children's development and transition into primary education. A transition programme will be provided to support children moving into our Reception class. Nursery pupils falling below 90% attendance risk losing their place and it being allocated to another pupil on the waiting list. Parents will be notified if they are "at risk" of losing their place.

## **9. Admission to Primary School**

Admission to Scholar Green Primary School Reception class is a separate process. Attending the nursery does not guarantee a place in the main school. Parents must apply for a school place through the local authority.

## **10. Equal Opportunities**

We are committed to ensuring equality of opportunity for all children. We welcome applications from all sections of the community and will not discriminate on grounds of race, gender, religion, disability, or background.

## **11. Appeals and Complaints**

As nursery places are non-statutory, there is no formal right of appeal. However, concerns can be raised through the school's complaints procedure, available on our website or from the office.

## **Policy Review**

This policy will be reviewed annually or in line with changes to national or local authority guidance.

Policy adopted: 25<sup>th</sup> June 2025

Review date: 25<sup>th</sup> June 2027