

Broomwood Primary School

Mission Statement

To create a positive, enjoyable atmosphere, to inspire all to learn and grow

Nursery Admissions Policy

Introduction

All 3 year olds in Trafford LA are entitled to free nursery provision for 3 hours a day or the equivalent of 15 hours a week. Therefore, in line with LA guidance, we will offer 15 hour places. Working parents (earning the equivalent of 16 hours per week at the national minimum wage) are entitled to 30 hours (15 existing hours plus an extra 15 hours if eligible) free provision per week from September 2017. At Broomwood 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.

Our Provision

At Broomwood Primary we can offer 60 part-time places. The places offered are either in a morning from 8.30 until 11.30 or in the afternoon from 12.30 until 3.30.

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.

Criteria for Admission

Places for admission to Broomwood Nursery will be offered according to the following criteria:

1. Children who are designated by the LA as "A Looked After Child"
2. Children who live within the school's catchment area and who already have siblings in school.
3. Children who live within the school's catchment area.
4. Children who have had their name on the waiting list for the longest period of time.
5. Children living in a family relationship at the same address as a child already attending the school which is out of our catchment area.
6. Children who are living outside our catchment area and would like to attend the school. Children who are in catchment and require an afternoon 'top-up' session will always have priority over children outside of the school catchment.

Understanding Broomwood Primary School

- All children who intend taking up a place at our nursery will receive a home- visit from one of the nursery teachers. 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 be staggered in, in groups. This information is given directly to parents so they know well in advance when their child has a visit.
- After the first 6 weeks (approximately) there will be a 'meet the headteacher' meeting. This is to give the parents the opportunity to meet the head teacher and find out more about the vision of the school.

Organisation of Intake

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 3. Pupils born on or before 31st August in the relevant year will be admitted in the Autumn Term. If spaces in nursery become available 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 left to the discretion of the Headteacher. Parents interested in places should keep in contact with the school.

All applications will be carefully considered by the Nursery teacher and Headteacher in accordance with the *Governors 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.

15 hours:

Within our nursery any parent who is entitled to have their child in nursery for 15 hours a week will be offered either 5 mornings or 5 afternoons. Although parents will be asked their preference over a morning or an afternoon place, we cannot always guarantee that they will get it.

30 hours:

Parents who meet the following criteria will be entitled to have 30 hours of nursery provision:

- both parents are working (or the sole parent is working in a lone parent family)

and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year.

- it is a one parent household and the working parent meets the income rules.
- Working will include employed and self-employed persons.

Parents will not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW. This means that, when the new entitlement goes live, a working parent who is over 25 will need to earn a weekly minimum equivalent of £115.20 whereas a working parent who is 21 will need to earn weekly minimum equivalent of around £107 (at this year's rates). Parents on zero contract hours who meet the criteria are included in the entitlement criteria.

There are some exceptions from two parent rules and children will also be entitled if:

- 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.

This criteria is subject to the current government legislation and this policy is subject to change and will continue to work in line with the statutory guidance in 'Early education and 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 will be need to be checked by the school

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 of nursery provision and would like to utilise Broomwood Primary School must use ALL of the 30 hours in this setting. As the day is split into a morning and afternoon session there will be a charge of £2.50 a day to provide cover over the lunch period. If you do not want to pay this charge you will be free to collect your child at 11.30 after the morning session and bring them back to school at 12.30 for the afternoon session. There will be an additional cost of £2.10 a day if you would like your child to have a school lunch. Alternatively your child could bring a packed lunch.

Top Up Sessions

Top Up sessions will be allocated at the Headteacher's discretion according to the current fees and terms and conditions. If we are able to provide top-up sessions they will run from 12.30-3.30. As you are entitled to 15 hours free provision, the top-up costs will include provision from 11.30am - 3.30pm (4 $\frac{1}{2}$ hours). Therefore anyone who is utilising the 'top-up' facility will be allocated a morning session for the 'free' 15 hours and all 'top-up' will be part of the afternoon session. Top up sessions will have to be agreed on a half term basis and payment for the sessions will need to be paid in advance.

Payment structure:

- Nursery 'top up' sessions will work out at a cost of £14.00 a day, £70.00 for the week. It is preferable that if parents require 'top-up' they have it for the full week; however at the Headteacher's discretion, 'top-up' sessions could be taken on a minimum of three sessions per week but they would have to be the same days each week in order that we could plan successfully for this provision.
- All fees are required in advance and will need to be paid by the first of every month. Invoices will be sent out from the school showing the amount that needs to be paid. Payments can be made through our Parentpay system from Sept 2018
- Charges will be made for sessions even when a child is absent due to sickness or a holiday.

Non-Payment fees:

- Payment of unpaid fees will normally be pursued through the small claims court.
- If payment has not been received within four weeks of the date of the invoice then the child's place at nursery, for the 'top-up' sessions, will be at risk.

Withdrawal of places:

- Parents are advised that a poor record of attendance or persistent lateness, may lead to their child's place being withdrawn.
- Non-payment of fees and there is an increasing debt in relation to a top-up place will lead to the top up place being suspended until the required payments have been made.
- 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.

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.

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.

ADMISSIONS PROCEDURE

1. To apply for a place in the Nursery, parents should complete a Broomwood Nursery Admission Form and return it to school as soon as possible. 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 **20th December 2017** in order to be considered for the September 2017 admission procedure. Any applications received after this date will be considered after all other applications.
2. When a place is available the school will inform applicants by letter. Applicants will be informed of availability of places from **mid-February 2017**.
3. A first wave of offers will be sent out within February. When these offers have been accepted/rejected and there are still places available, a second wave of offers will be sent out and so on until all places have been allocated.
4. Parents will need to accept the place in writing within 2 weeks of the offer otherwise the place will be withdrawn, and offered to another child.
5. Proof of residency 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.
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 parents to attend to ease transition.

7. Emergency contact numbers and any medical information must be provided and regularly updated by parents.
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. An information sheet will be provided for parents to indicate a password for alternative adults to use on collection.

RIGHT OF APPEAL

Decisions made on offering Nursery places are made by the school in line with the admission criteria outlined above. You have the right to appeal against any decision made and a governor's appeal panel has been set up specifically for this purpose.

If you wish to exercise your right of appeal please write to the governor's appeal's panel, c/o the Headteacher (or email on broomwood.admin@trafford.gov.uk). The closing date for receipt of appeals is 28 days from the receipt of the final decision letter.

Any appeal must be based on whether the school followed its agreed admission arrangements. The appeal must state why the parent believes that the school has not followed these arrangements.

Disability Equality Statement

The School welcomes and values disabled people to be an active part of school life.

Broomwood Primary School is keen to make sure that we do not make it difficult for disabled children, young people and adults to be involved in every part of school life. We have a legal duty not to discriminate against disabled people and to monitor how many of our pupils. Staff, parents/carers and governors are disabled under the Disability Discrimination Act 2005.

Broomwood Primary School recognises that disabled people are very diverse and include people with a physical impairment, visual impairment, hearing impairment, learning difficulty, specific learning difficulty (e.g. dyslexia), mental health issues, people who are deaf, British sign language users and people with long term health conditions.

If you are given a place at Broomwood Primary School nursery, it does not mean that you will automatically be allocated a place to reception. This is managed by the LA and all applications need to go through them.

Review of Policy

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

Date.....