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# Admissions Policy

Approved by: The Governing Body

Date:

Last reviewed on:

Next review due by:

## **Our Nursery**

St Wilfrid's C.E. Primary School has a 39 place nursery offering full time places in line with our admission criteria. This is for 38 weeks each year during term time.

## **Inclusion**

At St Wilfrid's C.E. Primary School our aim is to promote high expectations for all pupils' achievement. We are committed to providing a broad, balanced and relevant curriculum that meets the needs of all our learners. We promote an ethos of respect, and provide a safe, happy environment where cultural diversity is valued and celebrated.

## **Entitlement to a Nursery Education**

All 3 and 4 year old children in England are entitled to 15 hours free childcare per week. This is known as **universal childcare**. In addition some 3 and 4 year old children may be eligible for a further 15 hours free childcare which is known as **extended free childcare**.

## **Eligibility criteria for extra 15 hours extended childcare & how to apply**

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

If you think you meet the eligibility criteria please apply online:

<https://www.gov.uk/apply-for-tax-free-childcare>

If you are eligible you will be given a code; this code must then be given to the school to reserve and retain your nursery place. 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.

**The website is:** [www.gov.uk/apply-30-hours-free-childcare](https://www.gov.uk/apply-30-hours-free-childcare) (or just type into Google 'apply for free childcare' and the website will be listed).

## **ADMISSION'S POLICY**

The responsibility for determining the admissions for nursery age children lies with the Governing Body of St Wilfrid's C.E. Primary School.

St Wilfrid's C.E. Primary has 39 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. St Wilfrid's currently offer full time places which includes the 15 hours free childcare and 15 hours which is funded by the school but this could be subject to change on an annual basis.

An offer of a Nursery place will be subject to the family attending an initial parents meeting at the school. A copy of the child's birth certificate stating parental responsibility is also required.

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 sibling who will be attending the school at the time of admission.
3. Children living closest to the school (distance is measured in a straight line from the home address to the centre of the school.)
4. If necessary those families living equal distance from the school may be prioritised by the age of their child (oldest children will be offered places first).
5. Manchester residents who live outside the school's area
6. Non-Manchester residents

## **APPLYING FOR A PLACE IN THE NURSERY**

Parents can put their child's name on the waiting list for Nursery by completing the relevant form at the School Office. Being placed on the waiting list **does not guarantee** a place in the Nursery. Places will be allocated using the admission criteria detailed in this policy. Please note that places are not offered on a first come first served basis. Children who attend St Wilfrid's C.E. Primary **do not** have an automatic place in the Reception classes at St Wilfrid's. Parents must apply for Reception places to Manchester City Council usually in the term after they start at Nursery. 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 offered a place you will be required to attend a meeting at the school, where you will complete the admission paperwork. Proof of address and Birth Certificates will be checked at this meeting.

If you are not offered a place your child will remain on the waiting list until a place becomes available.

## **MANCHESTER RESIDENT\* - Outline Definition**

A Manchester resident is determined by postcode **and** the Council that the property of residence is aligned to. For example; M40 and M9 residents pay their council tax to

Manchester City Council which means they are 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**

We currently accept residents from non-manchester areas following the admission criteria stated and at present no fees will apply (see Admissions information) however, we ask that if you are entitled to 30hrs free childcare that you make the claim to enable St Wilfrid's to receive the appropriate funding.

### **PAYMENT METHODS**

This does not apply at present but will be updated annually.

### **PAYMENT ARREARS**

This does not apply at present but will be updated annually.

### **REVIEW**

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