



# **Nursery Admissions Policy Academic Year 2023-2024**

## **CHERRY LANE PRIMARY SCHOOL** **NURSERY ADMISSIONS POLICY 2023-2024**

Children born between 1st September 2019 and 31st August 2020 are eligible to be considered for admission to the Nursery starting in September 2023.

In total, Cherry Lane Nursery can admit 90 places, this being the school's Published Admissions Number (PAN). Places are allocated equally between morning and afternoon sessions.

We will admit children who have turned 3 years old by 31st August 2023 in accordance with the published criteria detailed below.

If there are remaining vacancies in January 2024, we will admit children who have turned 3 by 31st December 2023.

Under exceptional circumstances, and only if the nursery is undersubscribed may the Nursery Manager seek approval from the Headteacher to consider admitting children who have not yet reached 3.

### **CRITERIA**

Places for the nursery are offered to parents directly by the school Admissions Officer.

When the nursery is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs / Education, Health & Care Plan where the school is named in the Statement/Plan, priority for admission will be given to those children who meet the criteria set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school.
3. Children who have a member of the immediate family who suffers from a long term medical or psychological condition which makes it necessary for them to attend a particular school.
4. Intention to name Cherry Lane Primary School as their preferred school on the 'Application for A School Place' Form for Reception 2024.
5. Children who have a sibling already attending Cherry Lane Primary School.
6. Children of staff employed to work at Cherry Lane Primary School.
7. Children living nearest the school within the distance priority radius (1000m).
8. Children living nearest the school not within the distance priority radius (1000m).

### **Definitions of criteria**

- Distance is measured as walking distance as measured through a route map finder.
- Criteria 2 and 3 above require supporting evidence that set out the particular reasons why Cherry Lane is the most suitable and the difficulties that would be caused if the child had to attend another nursery. Applications must be supported by medical evidence from a GP or Hospital Consultant.
- For the purposes of Criteria 5 and 6, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission.

When the above criteria have been applied, remaining places will be offered to children according to age, eldest first, until all places have been offered.

Children who do not receive an offer of a place will remain on the waiting list and will be contacted if places become available. This will be on an age basis, eldest first.

### **30 Hour Places**

Since September 2017, working parents meeting an eligibility criteria have been entitled to receive 30 hours of free childcare for their three or four year old child at participating nurseries. **(only from the term after their child's third birthday).**

Eligibility depends on:

- if you're working (employed, self-employed, or both)
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

**Parents will need to pass the eligibility check through the Government Gateway on gov.uk and provide a code to the school before a child is offered and admitted.**

Places for 30 hours are limited and will be offered on a first come first serve basis.

### **Charges**

Children allocated 30 hour places begin nursery at 8.30am and finish at 3.30pm, this being a 35 hour school week. Parents will be charged an additional £5 charge per week to cover unfunded staffing costs over the daily one hour lunchtime supervision period.

This charge must be paid a term in advance, non-payment will result in the 30 hour place being withdrawn and either AM or PM will be offered.

### **HOW TO APPLY**

Parents may express an interest in the nursery at any time by completing and returning a Nursery Enquiry Form, which is downloadable from the school website or available from the school office.

Parents may at this point request a preference for AM or PM session. Preferences are not guaranteed but an expression of wish.

30 hour places will be offered on a first-come, first-serve basis subject to confirmation by HMRC of eligibility criteria being met.

### **CONFIRMATION OF NURSERY PLACE**

A first round of offers will be made to children on the waiting list who are on the waiting list at the start of the Spring term.

Offer shall be made via email and parents will be asked to confirm their acceptance of nursery offer within 10 school days.

Should the school not receive confirmation of acceptance from the parent/carer by the date specified then the school will assume that the place is unwanted and it will be offered to another child.

Further offers will then be made on an ongoing basis, if nursery places are still available.

### **STARTING NURSERY**

Parents/carers will be invited by letter to a nursery information session prior to starting the nursery. (Date to be confirmed).

**Please note that a place in the nursery does not guarantee a full-time place in the school. Applications to Reception are dealt with by the Local Authority. We do, however, offer all our Nursery parents assistance with processing applications for a reception full-time school place.**