

Collyhurst Nursery School and Children's Centre

Admissions Policy

Introduction

We are a maintained nursery school, operating from 9.00am to 3.00pm each day, term-time only (38 weeks a year) providing nursery education places and 2 year old free childcare entitlement places. Daycare is available from 8.00 - 5.30pm 49 weeks per year.

This document outlines the Admission Policy for Collyhurst Nursery School and Children's Centre. It sets out the criteria that the Governors will adopt in determining the admission of children to:

- Foundation nursery class including before and after school provision
- Sessional care for two year old provision through free childcare entitlement
- Daycare from 6 months - 3 years

Foundation Nursery class - F3

This is for children from 3 years to rising 5 years of age. This is full time provision of 30 hours FULLTIME place is available for all 3 and 4 year olds who attend our setting. Dinner money charges also apply unless your child is entitled to free school meals (FSM).

Before and after nursery school provision

This accommodates children from 3 years to rising 5 years of age and operates from 8.00am to 9.00am and 3.30pm to 5.30pm each day, term time only (38 weeks a year). We have a limited number of places available each day. Please see our charging policy for information about flexible options and charges for this provision.

Daycare in Blue Room for 6 months to 2 years

We offer 12 full or part time places in this room which is open from 8.00am - 5.30pm 49 weeks per year. Please see the charging policy for detailed information about our flexible childcare options and charges.

Red room 16 fte places Green room 16 fte places and Orange room 16 fte places for 2-3 years. Places are available for 2-3 year olds in either Red, Green or Orange rooms for Daycare children and children who are eligible for Free childcare entitlement.

1. **Daycare provision** is available from 8.00am -5.30pm, available 49 weeks per year. Please see the charging policy for detailed information about our flexible childcare options and charges.

2. Free childcare entitlement for two year olds. 15 hours per week are available for children who are eligible for free entitlement. Typical sessions on offer vary from 5 morning sessions, 5 afternoon sessions or 2.5 days. We offer further flexible times where possible. This is available 38 weeks a year term time only. To see whether you are eligible for free childcare for your child, please contact the school.

Childcare / school holiday provision

This accommodates children attending Collyhurst provision from the age of 6 months to rising 5 years of age. This is a flexible service which is available 49 weeks a year and operates between the hours of 8.00am and 5.30pm. Please see our charging policy for detailed information about our flexible childcare options and charges.

Admission for a Foundation Nursery Class place

We offer up to 65 full time equivalent places each year. Children become eligible for admission the term following their third birthday. When the number of requests for admission exceeds the number of places available, children are admitted in the following priority order:

Category 1

Children with an exceptional social, medical, or special educational need. (Subject to the school being able to meet the child's needs)

Category 2

Children who live within the Manchester Local Education Authority catchment area and have a sibling attending the school when they take up the place.

Category 3

Children who live within the Manchester Local Education Authority catchment area are prioritised according to the distance between the child's permanent home address and the school. This is measured by aerial distance on a map.

Category 4

If there are places available after categories 1 to 3 are completed, children who live outside of Manchester Local Education Authority catchment area are prioritised according to the distance between the child's permanent home address and the school. This is measured by aerial distance on a map. **Please note that the following will not influence your chances of getting a nursery class place for your child:**

- The length of time your child's name has been registered on our waiting list

- **The length of time you have lived in the local area**

Applying for a Foundation nursery class place

To apply for a nursery class place you need to contact the school directly. All parents will need to fill in a Nursery Class Application Form which can be obtained from the school reception. Please call in or telephone 205 1744. Once we have received your form your child's name will be placed on our waiting list.

As soon as a place is available we will contact you by phone and in writing if we cannot get in touch with you on the contact numbers you have given. You will be given a deadline to respond and accept the place. If you do not respond by the deadline given we will offer the place available to another child on the waiting list. If we cannot offer you a place, your child's name will remain on the waiting list and we will contact you if a place becomes available.

No child will be refused a place because of gender, race, religious belief, academic ability or aptitude.

There is a gradual admission process in the nursery. You will be invited to a transition meeting whether your child attends daycare, sessional care or is still at home. In order to ensure a smooth transition to school we require parents and carers to stay with their child for some time in the nursery for a number of mornings/afternoons. The children then gradually build up their time in nursery until they are attending full time. This process normally takes a week to ten days, however for some children this may take a little longer. The staff team will discuss this with you when your child starts in Foundation nursery class.

The Governing Body has the right to alter the admissions procedure for Foundation nursery class as nursery education is not a statutory requirement.

Applying for a before or after school place

After school provision is only available for children who have been offered a place with our Foundation Nursery Class. Places are prioritised for working parents. You will be asked at the point of applying if you wish to purchase this service. Names are then placed in order onto the after school waiting list. You will be informed as soon as a place is available.

Admission for a childcare place or a school holiday place

We offer a number of full time equivalent childcare places for aged 6 months to 5 years. When the number of requests for admission at any age exceeds the number of places

available (including at the time the places are available to be filled), children are offered places in the following priority order:

Category 1

Children with an exceptional social, medical, or special educational need. (Subject to the school being able to meet the child's needs)

Category 2

Children who live within the Manchester Local Education Authority catchment area and have a sibling attending the school when they take up the place.

Category 3

Children are prioritised according to the places available at the school at that time. For example, full and part time places available. Places available are then offered to children who live within the Manchester Local Education Authority catchment area and are prioritised according to the distance between the child's permanent home address and the school. This is measured by aerial distance on a map.

Category 4

If there are places available after categories 1 to 3 are completed, children who live outside of Manchester Local Education Authority catchment area are prioritised according to the distance between the child's permanent home address and the school. This is measured by aerial distance on a map.

Applying for a childcare place

To apply for a childcare place you need to contact the school directly. All parents will need to fill in a childcare application form which can be obtained from the school reception. Please call in or telephone 205 1744. Once we have received your form your child's name will be placed on our waiting list.

No child will be refused a place because of gender, race, religious belief, academic ability or aptitude.

When a place becomes available within our childcare provision, we will contact you by telephone. You will be invited in for an initial meeting and asked to provide relevant evidence for the application and you will be asked to sign for acceptance of the place. If we cannot contact you on the contact details given we will send a letter to your home address. You must respond in 10 working days. If we do not hear from you, then the place will be allocated to another child and your child's name will be removed from our waiting list.

On contacting the school, a meeting will be arranged. This will allow for the necessary paperwork to be completed and confirmation of the exact place to be offered.

Please note that we are not able to offer term time only places within our childcare provision.

Gradual admission

There is a gradual admission process in the nursery and key persons will discuss a plan to support your child to settle. In order to ensure the smoothest transition to our provision as possible we require parents and carers to stay with their child for some time in the nursery until your child is happy to be left. The children then gradually build up their time in nursery until they are attending the full length of session. This process normally takes a week to ten days, however for some children it may be longer. The staff team will discuss this with you when your child starts in the nursery. For more detailed information please ask for a copy of the policy for admissions and transitions.

Complaints Policy

A complaints Policy is available should any parent be unhappy with the way in which their application has been considered. Details are available from the school upon request or you can access the policy on our website.

For further details or information please contact us at;
Collyhurst Nursery School and Children's Centre
Teignmouth Avenue
Collyhurst M40 7QD
0161 205 1744

Enjoy learn and achieve, together we will succeed.

**This updated admission policy was agreed by the Governing Body on 24th June 2015
Review date June 2017**

Associated Policy: Roles and Responsibilities for Admissions and Transitions



Collyhurst Nursery School and
Children's Centres
Policy to promote Excellence

Admission Policy

2017