

HUNTINGTON COMMUNITY PRIMARY SCHOOL



Learn to Live
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Nursery Admissions Policy

2025

Date of Finance & Personnel Committee approval: 29.01.25

Next review date: Spring 2026

Signed: 

Chair of Governors

Date: 29.01.25

Signed: 

Headteacher

Date: 29.01.25

Introduction

The school takes into account the guidance from Cheshire West and Chester Council but formulates its own Admission Policy.

We use the terms 'parent' and 'parents' as defined in the Education Acts (i.e. all natural parents whether they are married or not; any person who, although not a natural parent, has *parental responsibility* for a child or young person; and any person who, although not a natural parent, *has care* of a child or young person).

Procedures for Huntington CP School Nursery

The Nursery can accommodate a maximum of 26 children in each session. The pattern of attendance available is Monday to Friday, from 8:55 to 14:55, for the 38 weeks during which the primary school is open. Morning sessions will run from 8:55 to 11:55, and afternoon sessions from 11:55 to 14:55, with lunch taken by those attending the afternoon session early in that session. Parents who wish their child to attend the Nursery class must complete an application form and ensure it reaches the school before the annual deadline. The final decision as to whether and when a child is admitted, the number of hours a child is able to attend and their pattern of attendance, rests with the headteacher.

A child is eligible for admission to Huntington CP School Nursery for the year (1st September to 31st August) within which their 4th birthday falls. The actual offer of a place will be dependent on places being available at the school.

The main intake will take place in September - if the Nursery is not full in September, places may be offered to children for admission at later dates.

School will offer a child a maximum placement of three terms at Huntington CP Nursery. Children may not remain in the Nursery class beyond the normal admission date for Reception classes (i.e. the September of the school year concerned).

Huntington CP School Nursery operates as part of the school's Early Years Foundation Stage with the primary school Reception class: some facilities are shared, and staff work in close co-operation to provide progressive learning experiences for all the children.

Parents should be aware that the offer of a place in the Nursery class does not ensure a place in the Reception class at Huntington CP School – normal admissions procedures, as determined and managed by Cheshire West and Chester Council, will apply for Reception class places.

Payment for additional hours provision (between 15 and 30 hours)

While all children are entitled to 15 hours free provision, many will also be eligible for 30 hours free provision (see Appendix 2 for eligibility criteria). If a child attends the Nursery for more than 15 hours, but is not eligible for free 30 hour provision, a charge of £16.50 per 3-hour session will be made by the school. Payment will still be required for sessions booked but not attended (due to illness or holiday, for example).

If your child is eligible for 30 hours free provision, you need to provide evidence that your 30 hour eligibility code is valid **before** 1st September of the same year your child commences Nursery, otherwise payment will be requested for the additional 15 hours until the following term. Included with your application forms for Nursery will be a *Parental Agreement for 3 /4 Year Funding Claim*, which you will be requested to complete and return to school with the admission documents.

If your child joins the Nursery during a later term, the deadline for return of this parental agreement, together with the eligibility code, will be the last day of the previous term.

A. Priority for admissions

The admissions panel will consider all applications in accordance with the following criteria, set out in priority order. Length of time on *any* waiting list will not be taken into account.

- (i) Children in need, as defined by the Children Act 1989. These children will either be referred to the school through Social Services or through the Health Authority (usually through CDC or other health agencies). This includes Children in Care.
- (ii) Children with special educational needs as determined by the Education Act 1996.
- (iii) Children for whom exceptional personal/domestic circumstances (whether presented by the parents or otherwise) justify, in the Headteacher's view, admission to Nursery education. Such applications may be referred by either the Headteacher or parents to the Local Authority.
- (iv) Children who have siblings on the school roll (and whose siblings will still be attending the school in the following academic year).
- (v) Other children living in Cheshire West & Chester
- (vi) Children living outside Cheshire West & Chester

B. Prioritising in the event of oversubscription

The school has adopted the following policy to provide clarity to parents on how places will be offered if the school is oversubscribed at any particular intake.

In the event of the school being oversubscribed the priority for admission will be applied as in paragraph A above. Each category will be looked at in turn as listed. If there are not enough places to meet demand for any of the above categories the following factors will be taken into account, set out in priority order.

- 1. The number of sessions requested.**
- 2. The age of the child.**
- 3. The proximity of the child's home to the school.**

First determinant: The number of days/sessions requested

Priority will be given to those opting for the greatest number of weekly sessions.

Second determinant: The age of the child

The age of the child shall be determined by the date of birth supplied to the school on the application form (and evidenced by a birth certificate or passport). The offer of a place will be determined by the chronological age of the child, with older children taking priority over younger children.

Third determinant: Proximity of the child's home to the school

In cases where this determinant needs to be used the addresses of the families concerned will be referred to the Local Authority Admissions Officer to determine the distances. Places will then be offered to pupils living nearest the school, measured using an Ordnance Survey 'address-point' system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

Twins, triplets etc:

The school will treat applications from parents with twins, triplets etc., that fall outside A (iii), as individual applications.

If only one place is available and, by using the above determinants, one child from a set of twins, triplets etc. is the next child to be offered a place, the parents will be contacted and given first refusal for the place. If they accept one place the second twin, triplet etc. will automatically be the next in line to be offered a place. However, if a place is accepted for one twin or triplet there is no guarantee that a place will be available for the second or succeeding twin or triplet.

If the place is declined we cannot hold vacant places open and must offer it to the next child in line.

C. The Application Process

Parents are encouraged to visit the school before putting in an application for a place. This gives the parent the opportunity to view the school and to ask any questions they may have about the school, the admission policy or the admission process. While visiting the school is strongly recommended, it is not compulsory.

The headteacher and the school business manager form the admissions panel. To avoid any misunderstandings, other school staff will direct any questions or queries concerning admissions or the admissions process to the admissions panel.

For contact details, see section G.

Application Form

- A separate application form must be completed electronically for each child applying for a place at the school.
- It is the applicant's responsibility to provide the information required to enable the school to determine admissions.
- Help with completing the application form is available from the school office, if required.
- The school can only act upon the information contained in the application form (or any updating thereof).
- Applicants must fill in all sections of the application form.
- It is the applicant's responsibility to inform the school of any changes to their circumstances that may affect their application for a place.
- Application forms can be updated only at the request of the applicant, and only prior to the closing date for applications.
- The applicant may telephone the school office, e-mail the school at the admin address, write to the school business manager or personally call in to the school office to update their application.

Timing of the Applications and Admissions

The Governing Body and the Headteacher have the responsibility to ensure that the school achieves the maximum take-up of the places at the school. With full regard to our Admissions Policy, the following will apply.

1. All initial expressions of interest in a Nursery place should be made via email to the school business manager at bursar@huntington.cheshire.sch.uk.
2. At the end of the Spring Term preceding entry (in September) the school will contact by email all families who have registered an initial interest, asking them to confirm this interest via email

within two weeks, using the school's Nursery application form (in electronic form), and to indicate how many sessions they wish to be allocated. This communication will clearly indicate that:

- the admission policy will be used to determine the final offer of places should there be oversubscription.
 - firm offers of places will be confirmed via email by the school once the due date for replies has passed.
3. Once the due date for return of applications has passed, the headteacher and school business manager will determine the allocation of Nursery places by reference to the admissions policy.
 4. Written offers will then be forwarded to applicants who have been allocated places via email, within two weeks of the due date for return of applications.

Late Applications

- Late applications will be considered once the above procedure has been followed.
- If the Nursery is full, parents of children eligible for entry will be informed that the likelihood of a place is limited to a place being turned down by another child.
- If the Nursery has not filled all its vacancies by the end of the admissions process, any new applications from eligible children will be processed and places offered by date of receipt of the application (the criteria for oversubscription being applied if necessary).

The offer of places

- The offer of a place for a child at the Nursery is made in writing via email to the parent.
- The school does not offer or confirm places in any other way.
- No guarantee of a place is made to parents until the official offer is made in writing via email.

Notification of no place being available

Once we have completed the application process, and acceptance of all places has been confirmed, the school will email the parent of any eligible child who has not been offered a place. They will be informed that no place is currently available, but that the school will keep the child's name on file and inform them if a place does become available.

Requests for information regarding the admission of individual children

On submission of an application, parents sometimes request information as to when their child will be offered a place. The headteacher or business manager will offer a conditional response explaining what **may** happen but also informing the parent that no place is **guaranteed** until a **written offer** has been made.

Similar requests may be received at any time by the headteacher or business manager, who will offer a conditional response explaining what may happen but also informing the parent that no place is guaranteed until a written offer has been made.

D. Acceptance of Places

- Written confirmation of the acceptance of a place is required by the school.
- Once a place has been offered by the school the parent must return the *Parent Contract* to the school by email.
- The offer of a place is time dependent: **two weeks will be allowed for a response**.
- A deadline for responding will be included on the offer letter.
- If no reply is received by the date of the deadline then the place will be offered to the next child waiting.

- If a reply to an initial offer is received after the deadline has passed and the place offered to another child, the late applicant must be informed that their response was out of time and now must wait for a place to be refused or a vacancy to become available.
- **Return of Admission Documents**
Once acceptance of a place has been received by the school, the school will send out the admission documents for completion electronically, including the *CWAC Parental Agreement for 3 / 4 Year Funding Claim*. These documents must all be returned to the school via email by the end of June, and must include a valid eligibility code for 30 hour funding if that is being claimed.

On accepting a place at Huntington CP Nursery, parents are making a contractual commitment, and the school will use the acceptance of a place at the school to make a financial claim to the Local Authority.

E. What parents should do if they are unhappy with the way admissions decisions have been made

Complaints about Admissions

Huntington CP School believes that complaints should be resolved as quickly as possible – this is especially the case with regard to admissions. If the complaint cannot be immediately resolved by the Headteacher, parents should follow the guidance contained in the school's Complaint Procedures, available on the school website.

F. Withdrawing a child from the School

Parents may withdraw their child from Huntington CP School Nursery at any time. Once an offer of a place has been accepted, parents make a commitment to use that place and the School makes a financial claim to the Local Authority. Parents **MUST** notify the school in writing (by e-mail) if they wish to withdraw from the school. **A half term's notice is required.** Early Years Funding will not be available to another setting during the period claimed by Huntington CP School.

G Admissions Correspondence

Parents can telephone the school on: 01244 506450

Parents can e-mail the school at: bursar@huntington.cheshire.sch.uk

Appendix One

Flexibility and Hours of attendance

The Local Authority has the responsibility to ensure that the needs of families regarding attendance at an Early Years Setting are met. This responsibility is met by ensuring that, within the locality, providers are able to meet the needs of parents. No individual setting is expected to be totally flexible, having to meet all parental requests, but the Local Authority has the responsibility to try to ensure that those requests are met somewhere in the locality.

The main purpose of Huntington CP School Nursery is to provide a high quality early years education for the children of our community.

There are 260 sessional places available at the school each week. The Governing Body and Headteacher have a responsibility to provide a mode of attendance at our school that is in the best interests of the children of our community and financially sustainable for our school.

Staff and Governors at Huntington CP School strongly believe that the best mode of attendance for children aged 3 to 4 years old is full time over a full five days.

This mode of attendance provides:

- Consistency – one of the most important aspects in supporting a child to make and maintain progress, to settle and flourish and to achieve highly.
- The best model for settling into the school at the start of a child's time here, allowing them to settle quickly, feeling safe and secure.
- The best opportunity for a child to quickly become familiar with the physical environment, routines, rules and boundaries.
- The best opportunity for a child to develop good working relationships with their peers and the adults supporting them.
- The best opportunity for a child to access a curriculum planned to meet individual needs where progress can be built on daily.
- The best opportunity to achieve their full potential.

Appendix Two

Eligibility for free 30-hour provision

Details can be found online, at the webpage below:
<https://www.gov.uk/30-hours-free-childcare>