



Lime Tree Primary Academy

BRIGHT FUTURES EDUCATIONAL TRUST

**Nursery Admissions Policy
March 2022**

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, in line with Local Authority guidance.

Statement of Purpose

The aims of this policy are as follows:

- To provide a fair system whereby children are given their entitlement of Nursery Education.
- To ensure our provision promotes secure foundations for future learning.

These aims will assist in preparing children for 'School Readiness'. School Readiness ensures that all children have a wide range of experiences that enables them to be prepared socially, emotionally and academically for their school career.

Criteria for Admission

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

1. Children who are designated by the LA as a "Looked After Child".
 - a) This is those who are looked after (under Children Act 1989 section 22(i)) at the time of application and expected time of admission **or** who were looked after and ceased to be so because they immediately became one of the following
 - (a) adopted (b) subject to a residence order or (c) to a special guardianship order.Evidence of current/previous LAC status should be provided at the point of application.
2. Children who live within the school's catchment area and who already have siblings in school.
 - a) A "sibling" includes foster, adopted, step and half siblings, provided they live with the same family at the same address and are part of the same family unit.
3. Children who live within the school's catchment area.
4. Children who live outside our catchment area and who already have siblings in school.

a) A “sibling” includes foster, adopted, step and half siblings, provided they live with the same family at the same address and are part of the same family unit.

5. Children who live nearest to Lime Tree Primary school, calculated in a direct straight line from the child's permanent place of residence to the school.

If there are more applicants than can be accommodated at Lime Tree in criteria 1. to 4. places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Children who live nearest to the Lime Tree Primary school, calculated as a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information.

In the case of a child living in a block of flats, co-ordinates will be obtained as above.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate

Application Process

Application forms can be obtained from our school office. These are available throughout the academic year.

In order for children to be allocated places in September, the deadline for applications to be given to Lime Tree is **31st January - of the year the child is due to begin nursery**. If applications are submitted to Lime Tree Primary after this date, it is not guaranteed that your child will be included in the places offered during the Spring Term. Offers of places are sent by the beginning of March. The deadline for accepting a nursery offer is **31st March - of the year the child is due to begin nursery**.

Offers of places in our nursery are made based on our criteria admissions.

Organisation of Intake

At the age of 3 years, children are entitled to 15 hours of nursery education. In our school, this part time education consists of a daily 3 hour session that is either taken in the morning or afternoon, 5 days a week. Parents will be asked for preferences of either a morning or afternoon session. Due to demand for places, it may not always be possible to give everyone their preference.

Pupils born on or before 31st August in the relevant year will be admitted during September in the Autumn Term.

Full Time Places

A limited number of full time nursery places will be available each year .The number of full time places may vary annually and will be dependent on the cohort and applicants in any one particular year. The Head of School will determine the number of full time places to be allocated as part of the admissions process. Full time places can be either 30 hour funded places or Top-Up places.

- 30 hour funded places - Working parents may be entitled to an extra 15 hours per week of free childcare for their 3 or 4 year old child .This is in addition to the 15 free hours that all children already receive. Parents must prove their eligibility for 30 hours free childcare by providing school with an 11 digit code obtained by applying via www.childcarechoices.gov.uk. Parents must reconfirm their eligibility every 3 months to ensure that funding is available for their child's additional hours. If a parent falls out of eligibility their child's full time nursery place will be withdrawn at the end of the child's allocated grace period.
- 'Top-up' places - parents may be given the option to purchase 'Top Up' sessions. Top up sessions are only available on a full-time basis i.e. parents can top up the part time funded place to a full time place by paying for additional 5 morning or 5 afternoon sessions. Payments for the sessions will be calculated on an academic year basis and payment for the sessions will need to be paid in advance as laid out in the contract. Please note charges will be made for sessions even when a child is absent due to sickness or a holiday. Charges for top up sessions will be displayed on the school's website each academic year.

Non-Payment of fees:

If payment has not been received according to the school's payment structure then the child's place for top up will be removed.

The Academy reserves the right to withdraw the top-up place if it is felt by staff that the pupil's behaviour is impacting the nursery unit. In these circumstances, full consultation with parents will take place and any fees paid in advance will be fully refunded.

Attendance

The Academy reserves the right to withdraw a full or part time nursery place if a good level of attendance and punctuality are not met.

In these circumstances, full consultation will take place with parents before a final decision is taken by members of the senior leadership team.

Induction Process at Lime Tree

What to expect following a nursery offer:

- All parents /carers will be invited to an Intake meeting with the Nursery Staff and Head of the Foundation Stage;
- During the Summer Term before children enter Nursery, they will be invited, along with parents/carers to attend our 'Leap in to Lime Tree' sessions. This is a series of sessions that aim to introduce children to school life and staff;
- All children are invited to attend an induction session before they begin nursery;
- All children who intend taking up a place at our nursery will receive a home visit from 2 members of the Foundation or Pastoral team staff. This is a chance for parents to ask any questions regarding this important phase of their child's life. This will take place at the beginning of **September**;
- To make the transition easier for the children, admission in September will be staggered in groups. This information is given directly to parents so they know in advance when their child will be beginning Nursery.

Equality Statement

Lime Tree Primary School is committed to ensuring equality of education as well as equality of opportunity for all children, staff, parents and carers that are associated with our school. We do this by;

- Taking account of children's broad life experiences and needs
- Having high expectations of all children
- Offering a broad, stimulating and balanced curriculum

The achievements, attitudes and well-being of all our children are of utmost importance to us. We have an Equality Policy to ensure that this nursery promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or socio-economic background.

We aim to develop a culture of community cohesion, inclusion and diversity, in which all those connected to us feel proud of their identity and able to participate fully in school life.

We apply the Equality Act 2010 with regard to disability, where two core duties apply to our School:

- Not to treat an individual with a disability 'less favourably';
- To make 'reasonable adjustments' for those with a disability.

The School welcomes and values disabled people to be an active part of Lime Tree Primary School. We are keen to make sure that we make it as easy as possible 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.

If your child is allocated a place at Lime Tree Primary School Nursery it does not mean that your child will automatically be allocated a place in a Reception class. Admissions to Reception Year are currently managed by Trafford Local Authority and all applications need to be submitted to the authority. Please see details of the application process on Trafford MBC website: www.trafford.gov.uk

Review of Policy

This policy will be reviewed and revised in line with developments issued by the School Improvement Plan.

Approved March 2022
Next Review due March 2025

Approval by Governing Body:

Head of School: Clare Larkin
Chair of Governors: Daniel Jagger