

THE IVORY FEDERATION

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School

NURSERY ADMISSIONS POLICY

1. INTRODUCTION

Propps Hall Junior, Infant & Nursery School and Springhead Infant and Nursery School each have a Nursery which offers both full and part time places to children from the age of 3.

Our aim is to provide the very best start in life for every child. We equip them with lifelong skills so they can become independent learners and high achievers. We follow the statutory framework Early Years Foundation Stage (EYFS) that sets standards for learning until the end of the Reception year.

Places are offered on an annual basis and only in exceptional circumstances, with the consent of the Executive Headteacher, will children be allowed to start mid-term.

It is important to be aware that access to the school nursery does NOT automatically lead to a Reception place at either school. Applications for school places must be made in the usual way to Oldham Council. To contact the Admissions Team, please email: ecs.pupils@oldham.gov.uk or call 0161 770 4213.

2. NURSERY APPLICATIONS

In order to apply parents/carers should contact the school directly, as soon as they are aware that they may need a Nursery place. They will be asked to complete a Registration of Interest Form and provide a copy of the child's birth certificate. They will then be added to the waiting list for the next available free place.

School will keep a list of children and contact parents/carers during the term prior to a child's admission, i.e. during the Summer Term for admission in the Autumn Term.

3. NURSERY PLACE ELIGIBILITY

Children become eligible for a place in our nursery as follows:

Child's Birthday Falls Between	Eligible for Free 15 hours/week (during term time) Place From
1 st April and 31 st August	September following their 3 rd birthday until statutory school age
1 st September and 31 st December	January following their 3 rd birthday until statutory school age
1 st January and 31 st March	April following their 3 rd birthday until statutory school age

Note: Some working families may be eligible for 30 hours of free childcare per week. To check your entitlement please visit www.childcarechoices.gov.uk for more information.

4. NURSERY PLACES & HOURS OF OPERATION

Our Nursery year follows the same pattern as our school year which begins in September through to the following August.

Places are offered on a first come-first served basis, and we offer the following sessions:

Session 1

- Monday and Tuesday 8.45am and finish 3.00pm
- Wednesday start 8.45 and finish 11.15am.

Session 2

- Wednesday start 12.30pm and finish at 3.00pm
- Thursday and Friday 8.45am and finish 3.00pm

Full-time

- Monday to Friday, 8.45am start and 3.00pm finish

We have a limited number of places available within each academic year. Our initial intake is in September for children who are 3 years old before 31st August. Any remaining places are then offered to eligible children for admission in the following January.

5. CHARGES AND PAYMENTS

Funded 15 Hours

Currently all 3-4 year olds are eligible to receive 570 funded hours of childcare per year, which is usually taken as 15 hours per week for a total of 38 weeks. This entitlement ends once the child starts school in reception class.

For children attending our Nursery from the beginning of the academic year in September for 3 terms this is for a total of 38 weeks and will take up a child's full funded 15 hour entitlement of 570 hours per year.

Funded 30 hours with additional top-up fees

Some 3-4 year olds may also be eligible to receive up to 30 hours of childcare of 1,140 hours per year. Eligibility depends on: if you are working; how much you earn; your child's circumstances and your nationality. To check eligibility go to: <https://www.gov.uk/30-hours-free-childcare> and follow the step by step process.

In the case of 30 hour eligible children attending our Nursery, this will take up the full entitlement of 1140 hours for eligible children starting in September. This entitlement ends once the child starts school in reception class. The school nursery day spans beyond the 30 hours funded entitlement by 1 hour 15 minutes each week, there is a small top-up fee of £7.20 per week for this additional time.

Children who are eligible for the full 30 hours funding and take up a full time place, parents/carers are still required to pay for the lunchtime cover period. This is currently £3.20 per day.

A Parent Declaration form must be completed for each term to enable school to check eligibility for free nursery entitlement funding with Oldham Council.

Full-time paid nursery

For those that are not eligible for the full 30 hours funding, who have taken up a full-time place, a top up charge will be required. Current rates are £93.60 per week.

School dinners

All of our nursery children stay for a school dinner on the full days that they are in school, there is a charge for each school dinner which is set by Oldham Council. The current cost of a school dinner is £3.20 per day.

All charges related to nursery payments due are required weekly in advance (as a minimum). Failure to pay may result in the child's place being withdrawn. We expect all nursery fees to be paid on, or before Monday morning each week.

6. CRITERIA FOR ADMISSION

Admission to Nursery will be dependent on the number of available places at the start of each term and the parent/carer having completed and returned the Registration of Interest Form and copy of the child's birth certificate.

If there are more requests for places than available the Executive Headteacher will use the following criteria to decide on who will be offered a place:

1. Siblings who are already attending school
2. Proximity to school

Once available places have been allocated, and where it has not been possible to offer some children a place their details will automatically be added to a waiting list. If a parent/carer should want their child's name removing from the waiting list they should advise school in writing.

The responsibility for making decisions regarding admission to the school's Nursery lies with the Executive Headteacher and Governors of the school. The Executive Headteacher would be happy to discuss any concerns that parents may have however, as nursery education is non-statutory, the school's decision is final and there is no right of appeal to an Independent Appeal Committee.

6a. Toileting and Independence Expectations

We expect parents to take responsibility for supporting their child's toilet training and independence before they start Nursery. While many children will be toilet trained and dry by the time they join us, we recognise that some may still be developing these skills. This will not prevent any child from taking up their Nursery place, but it does remain a parental responsibility to continue toilet training at home, in partnership with the school.

Toileting needs will be discussed as part of the home visit in June, prior to the child starting in September. Parents are expected to communicate openly with the school at this stage if their child is not yet toilet trained, so that together we can plan appropriate support and help the child make progress before their start date.

Where additional support is required, the school will work with parents to put a plan in place. Parents are expected to continue this toileting programme consistently at home. In circumstances where a medical or developmental need has been identified, the school will work with parents/carers and relevant professionals to agree appropriate arrangements.

7. OFFER OF A PLACE

The offer of a Nursery place will be made in writing to the parent/carer who will be asked to confirm that a place is still required and they wish to take up the offer.

When a place is offered all parents/carers will be asked to sign a School Agreement which outlines the terms and the charges outlined in section 5 above. For those that are eligible for the full 30 hours a letter will be issued requesting proof of eligibility and outlining the required lunchtime cover charges.

On confirming acceptance of the place, full details will be provided regarding starting Nursery and a home visit will be scheduled with the Pastoral Lead in advance of the child starting.

Policy revised March 2025