

NURSERY & SCHOOL

ADMISSION POLICY AND PROCEDURES

**NURSERY ADMISSIONS**

Nursery Places Available

The planned admission number (PAN) for Urmston Primary School Nursery is 52 part-time places (26 morning and 26 afternoon places). The morning places are from 8.45am to 11.45am and the afternoon places are from 12.30pm to 3.30pm.

All children aged 3 and 4 are entitled to free childcare for 15 hours per week, 38 weeks of the year. This is a total of 570 hours per year and is known as *universal hours*. Children who have a universal hours place are offered either morning or afternoon sessions.

From September 2017, working parents may also be entitled to an additional 15 hours per week which is known as [*30 hours free childcare*](http://www.trafford.gov.uk/residents/children-and-families/early-education/30-hours-free-childcare.aspx). Children who have 30 hour childcare places at our Nursery school are looked after for the full day (8.45am to 3.30pm) and will need to bring a packed lunch.

General information regarding early education is available from the Trafford Council website at <http://www.trafford.gov.uk/residents/children-and-families/early-education/early-education.aspx>

Arrangements to view the school prior to application

Due to the large number of applications received the Head Teacher is unable to respond to requests for individual tours of the school immediately. If parents wish to undertake a tour, they are asked to contact the school office on 0161 748 4362 or email [admin.urmstonprimary@trafford.gov.uk](mailto:admin.urmstonprimary@trafford.gov.uk) so an appointment can be made. We generally invite groups of prospective parents to view the school on a number of dates during October to December. Please give plenty of notice to ensure a convenient time can be arranged.

How to Apply for a Nursery Place

The Nursery Admission Form is available from the school office or can be downloaded from the school website -[www.urmstonprimaryschool.com](http://www.urmstonprimaryschool.com)

Parents may apply for their child to be admitted for a part time place to the Nursery which operates principally on 5 mornings or 5 afternoons a week. This is 15 hours per week and is the *universal hours* that are fully funded for all children by the government.

We also support applications for the additional 15 hours of childcare for parents who are eligible – the [*30 hours free childcare*](http://www.trafford.gov.uk/residents/children-and-families/early-education/30-hours-free-childcare.aspx). For further details about eligibility, please refer to Trafford’s website at: <http://www.trafford.gov.uk/residents/children-and-families/early-education/30-hours-free-childcare.aspx>.

Children who are eligible for additional hours childcare will take the 15 universal hours at Urmston Primary School and choose whether to take the additional 15 hours at either our Nursery school, or with another provider. 30 hour places at our Nursery will need to be supported by a 30-hour eligibility code.

When to Apply for a Nursery Place

Children eligible for nursery admission are those who are 3 years old with a date of birth that falls between 1st September and 31st August of the preceding academic year.

There is great demand for the limited number of places available in our Nursery and parents should register children as soon as possible. The application form should be completed after the child’s 2nd birthday and returned directly to school to apply for a place for the September after the child’s 3rd birthday.

Completed forms need to be sent into school preferably by the end of the January prior to the child starting nursery the following September.

What happens next?

Parents are informed about the allocation of places at the beginning of March. Acceptance of a place at Urmston Primary School Nursery is dependent on parents not accepting a universal hours place at another provider.

Where parents are offered a nursery place, they will need to return the acceptance slip and in the case of 30 hour places ensure school has been supplied with the 30-hour eligibility code.

ALL parents will also need to complete an Early Years Parent Declaration to inform Trafford of their childcare arrangements via the Trafford Council web site <https://www.trafford.gov.uk/residents/children-and-families/early-education/secure/early-years-parent-declaration-2017-18.aspx>

A paper copy of this declaration form is available from the Family Information Service on 0161 912 1053.

Our nursery is very popular and it may be the case that there are not enough places in nursery to satisfy every parent who wants to send their child here.

The over-subscription criteria used by Urmston Primary School Nursery is the same as that adopted by Trafford for admissions to all community/voluntary controlled Infant, Junior and Primary schools and operates on a priority basis as follows: -

1. Looked after children

2. Children living in the catchment area who will have a sibling on roll at the school at the time of admission

3. Other children living in the catchment area served by the school/nursery

4. Children living outside the catchment area who will have a sibling on roll at the school at the time of admission

5. Other children living outside the catchment area.

Note: All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted.

If there needs to be a tie-breaker within a category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Distance will be measured on a standard OS map from the entrance of the home address to the main entrance of the school on a straight line basis. In the event that applicants cannot be separated using distance, the allocation of a place will be by lot.

**Nursery admission does not guarantee or give preference in the allocation of a school place.**

Starting Nursery in September

The Head will arrange meetings for parents, home visits and dates when the children are invited into school prior to the end of the summer term. The school has a policy of home visits before a child starts in nursery. This involves the class teacher coming to visit the parents and child at home to talk about nursery and get to know the child. This visit is usually arranged in the first week of September. Our Nursery children start in September in small groups over a few weeks, building the class numbers up gradually depending on their age and attendance.

**PRIMARY SCHOOL ADMISSIONS**

Reception and In Year Applications

The planned admission number (PAN) for each year group at Urmston Primary School is 70 places.

Main School admission policies are the responsibility of the Local Authority which operates a co-ordinated admissions scheme. Each Trafford school serves a particular area but parents may apply for a place in any school by completing a CAF (Common Application Form).

For general enquiries regarding admission procedures in Trafford Schools contact School Admissions at Trafford Council on 0161 912 5007 or see their website at: <http://www.trafford.gov.uk/residents/schools/school-admissions/admissions.aspx>

If you would like to take a tour of the school or have any questions please contact the school office on 0161 748 4362 or email [admin.urmstonprimary@trafford.gov.uk](mailto:admin.urmstonprimary@trafford.gov.uk).

Reception

Eligible children are those who are 4 years old with a date of birth that falls between 1st September and 31st August. A Trafford Council CAF (Common Application Form) must be sent to the Local Authority by January 15th. CAFs are available online. However, if you do not want to apply online, paper application forms will be available from Trafford primary schools from 31 October. The closing date for Primary Applications is 15 January.

When offering main school places, parental preference is agreed wherever possible. If the number of requests to attend Urmston Primary School is greater than the number of places available, the Local Authority admissions criteria is followed.

Starting School in September for Reception Children

As for Nursery children, the Head Teacher will arrange meetings for parents, home visits and give dates when the children are invited into school prior to the end of the summer term. The school has a policy of home visits before a child starts in reception and nursery. This involves the class teacher coming to visit the parents and child at home to talk about school and getting to know the child. This visit is usually arranged in the first week of September. For the first few days in Reception we split the children into two groups with one group coming in the morning and one group in the afternoon. This means that there are a small number of children in each class thus enabling both the child and the teacher to get to know each other well. Parental preference is refused only if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources.

Appeals

Parents of pupils who have not been allocated a place in our school have recourse to the Appeals Procedure, details of which are available from Trafford LA.

**Definition of terms:**

*Catchment area* = defined in notes available at the school office or from Trafford School Admissions

*Distance tie* = within 10 metres

*Home address* = the child’s home address is taken as the address of the person with parental responsibility with whom the child lives

*Sibling* = a sibling is taken as another child of the same family unit and the same household

Date of policy: March 2018

Review date: March 2020

Headteacher: *S Parker*

Chair of Governors: *Mr D Brown*