

**Cavendish Community Primary School
Nursery Admissions Policy**



1 Introduction

- 1.1** The Governing Body of Cavendish Community Primary School applies the criteria for admissions fairly and equally to all those who wish to attend this school. The school sets its own admissions procedures for Nursery.
- 1.2** For the purpose of this policy, the term 'parent' refers to anyone who has parental responsibility for the child for whom they are applying for a place.

2 Aims and objectives

- 2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2** All applications will be treated on merit and in a sensitive manner.
- 2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not:
- Children looked after have priority and may be admitted even if the cohort is full – the Nursery will make arrangements to accommodate them
 - Children for whom this Nursery is more suitable because of the nature of their special need – parents should provide advice from the professionals involved to support their case
 - Children who already have a sibling at Cavendish Primary School
 - Children who have a parent that works for Cavendish Primary School
 - Proximity of the child's home address to this school

It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible when there is excess

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demand on the school places available. In this scenario, priority will be given to children who will attend Cavendish Reception.

- 2.4 Children's academic ability plays no part in the admissions policy of our Nursery.

3 How parents can apply for their child to be admitted to our Nursery

- 3.1 Parents who wish their child to have a place at our Nursery must complete an admissions form, available from the school office or website: www.cavendish.manchester.sch.uk. Once a place is offered, they must also be able to provide proof of their address and their child's birth certificate for us to copy. If these cannot be provided, the offer will be withdrawn. The main intake to Nursery is in September, but children can join us later in the academic year if places are still available. Places are allocated according to the procedure in 2.3. Applications must be submitted by March 1st of the calendar year prior to the academic year in which the child is due to start in Nursery, e.g. by March 1st 2025 for a place in Sept 2025. Children will only be considered for a Nursery place the term following their 3rd birthday.

- 3.2 We hold an open evening in the autumn term for parents to look round our Early Years Foundation Stage. If you are not able to attend you can request an individual visit which we will accommodate according to staff availability.

- 3.3 Offers of places at Nursery will be sent out on the last day of the spring term each year.

4 Admission appeals

- 4.1 If the school does not offer a child a place in Nursery, it is because to do so would prejudice the education and safety of other children by allowing the numbers of children in the school to increase above nationally set adult:child ratios.

5 The Planned Admission Number

- 5.1 The planned admission number is the number of children the school will admit into a Nursery cohort. The PAN for our Nursery is 60. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Nursery Charges

6.1 Each child is entitled to 15 hours of free Nursery education per week. In our Nursery we offer this across 5 mornings, 8.40am-11.40am.

6.2 Working parents may be entitled to an additional 570 hours of free childcare per annum for their child, ie a total of 30 hours per week. To be eligible, both parents in a two-parent family or one parent in a single parent family must work. Each parent must earn, on average, a weekly minimum equivalent of 16 hours at National Minimum Wage or National Living Wage. Each parent must have an annual income of less than £100,000. For full eligibility, please refer to Childcare Choices website at www.childcarechoices.gov.uk . We will require evidence of this entitlement, which is currently in the form of a code. For confirmation of your entitlement and to receive a code, you should apply via the Childcare Choices website.

If you qualify for 30 free hours childcare, this funds 6 hours of your child's school day in our setting. Your child attends school for 6 hours and 30 minutes each school day, this means there will be a small surcharge of £2.90 per day to cover the unfunded 30 minutes. We would charge parents weekly at £14.50 for the 38 weeks of the year that your child attends school. The payment will be billed through our online payment system, School Gateway. You will be sent more details of how to pay this charge in September.

6.3 In addition to 6.1 above, additional free childcare sessions may be offered to parents/carers who can satisfy the following criteria:-

- The child for whom they are applying for a place is subject to a child protection plan; or
- They have a Manchester postcode and evidence of entitlement to free school meals is confirmed via the OSFM system. Parents/carers should apply for free school meals via the following link:-

<https://apply.cloudforedu.org.uk/ofsm/sims>

6.4 In exceptional circumstances, and where there is agreement with other professional agencies e.g. educational psychology, NHS, Children's Social Care, additional free childcare sessions may be offered.

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- 6.5 Parents who are **not** eligible for the 30 free childcare hours per week for their child may purchase additional sessions at a cost of £22 per session. This includes the daily surcharge fee. The sessions need to be agreed $\frac{1}{2}$ termly in advance, patterns can not then be changed until the start of the next half term. Adhoc days are not permitted.
The cost of additional childcare sessions can be subsidised by registering for tax free childcare at www.childcarechoices.gov.uk
- 6.6 If a parent loses eligibility to the 30 hours free childcare, they will receive a 'grace period'-this means that they will be able to keep their childcare for a short period, usually to the end of the term in which they lose eligibility. Once the 'grace period' has lapsed, the parent will be entitled to the universal 15 hours entitlement. In addition, they may purchase additional childcare sessions for their child at a cost of £22 per session.
7. Parents/carers should note that a place in our school Nursery does not guarantee a place for their child in a Cavendish Reception class the following year. Applications for Reception places must be made to the Local Authority, not the school.
- 8 This policy will be reviewed annually by the Governing Body in the light of any changed circumstances in our school, the local area, or national childcare policy.

Reviewed June 2025