**HARTFORD MANOR PRIMARY SCHOOL**

**Nursery Admissions Policy**



**Foundation Stage - Nursery Admissions Policy**

Hartford Manor Primary School takes into account the guidance from Cheshire West and Chester Council when formulating this admissions policy.

We use the terms ‘parent’ and ‘parents’ as defined in the Education Acts to represent natural parents (married or not), any person whom has parental responsibility for the child, and any person who has care of the child.

**Procedures for Admission to Hartford Manor Nursery**

The Nursery can accommodate a maximum of 26 nursery age children in each session. Sessions are available from Monday to Friday between 8.40am – 11.40am and 12.20pm – 3.20pm, for the 38 weeks during which the primary school is open.

Parents who wish their child to attend the nursery must complete an ‘Expressions of Interest’ form detailing the sessions they would like their child to attend and ensure it reaches the school before the given 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 Head Teacher.

A child is eligible for admission to Hartford Manor Nursery the term after their third birthday. The actual offer of a place will be dependent on places being available in the Nursery. Children may not remain in the nursery beyond the normal admission date for Reception classes.

**Parents should be aware that the offer of a place in the nursery does not ensure a place in the Reception class at Hartford Manor Primary School – normal admission procedures, as determined and managed by Cheshire West and Chester Council, will apply for Reception class places.**

**Priority for admissions**

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

1. Children in need, as defined by the Children’s Act 1989. These children will either be referred to the school through social services or through the Health Authority (usually through CDT or other health agencies). This includes Children in Care.
2. Children with additional needs as determined by the Education Act 1996.
3. Children for whom exceptional personal/ domestic circumstances (whether presented by the parents or otherwise) justify, in the Head Teachers view, admission to nursery education. Such applications may be referred by either the Head Teacher or parents to the County Manager for Children and Families.
4. Children who have siblings on the school roll (and whose siblings will still be attending the school in the following academic year).
5. Other children living in Cheshire West and Chester.
6. Children living outside Cheshire West and Chester.

**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 Nursery is oversubscribed at any particular intake.

In the event of the Nursery being oversubscribed the priority for admission will be applied as detailed 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. Number of sessions requested?
2. Age of the child
3. Proximity of child’s home to the school

**Number of sessions requested:**

We offer both 30 hour and 15 hour funded places at Hartford Manor. There is an online eligibly registration for parents wishing to claim 30 funded hours. Please contact the School Office for further information.

We strongly recommend that parents take their full entitlement of hours at Hartford Manor.

**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. The offer of a place will be determined by the chronological age of the child, with older children being given priority over younger children.

**Proximity of the child’s home to the school**

In case where this information 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 to the school, measured using the 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 as individual applications.

If only one place is available and, by using the information detailed above, 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, triplet etc 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 eligible child in line.

**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.

The main purpose of Hartford Manor Nursery is to provide high quality early years education for the children in our community.

The Governing Body has the responsibility to provide a mode of attendance at our school that is in the best interests of the children in our community and financially sustainable for our school.

Staff and Governors strongly believe that the best mode of attendance for children age 3 to 4 years is either 15 hours or where eligible 30 hours.

* 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 school at the start of the child’s time here, allowing them to settle quickly, feeling safe and secure.
* The best opportunity for the child to quickly become familiar with the physical environment, routines, rules and boundaries.
* The best opportunity for the child to develop good working relationships with their peers and the adults supporting them.
* The best opportunity for the 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.

It is our strong belief that this mode of attendance best meets the needs of the children in our community.

**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, admission policy or admission process. If a parent is unable to visit an admission form and information pack may be sent out by post or electronically.

**Application Forms**

* An ‘Expression of Interest’ form must be completed for each child applying for a place in the Nursery.
* 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 at the School Office.
* The school can only act upon the information contained in the application form.
* 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 which may affect their application. They may do this in writing, by email or by calling in to the School Office.

**Timing of Applications and Admissions**

The Governing body and the Head teacher have the responsibility to ensure that the school achieves the maximum take-up of the places in Nursery. With full regard to our Admissions Policy, the following will apply.

* All initial expressions of interest in a nursery place should be made via the School Office. The child’s name, DOB and Parent contact details will be recorded in our ‘Expressions of Interest’ book.
* At intervals (explained in the table below) the school will write to all families who have registered an interest as well as parents of existing nursery children asking them to confirm within two weeks which sessions (15 hours or 30 hours) they would like their child to attend during the following term.

|  |  |
| --- | --- |
| **Nursery Term when sessions will start** | **Contact with parents** |
| Autumn | End of Spring Term (usually April) |
| Spring | Beginning of School Year (September) |
| Summer | Beginning of Spring Term (January) |

* All applications received by the office will be dated on receipt.
* Once the due date for applications has passed, the Nursery teacher will allocate the nursery places with reference to the Admissions Policy.
* Written offers will then be forwarded to applicants who have been allocated places, 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 will be informed that their child has been placed on a waiting list and will be contacted if a place is turned down by another child or becomes available through a change of circumstances.
* If the Nursery is not full at the end of the admissions process, eligible children will be offered places upon application on a first come, first served basis.

**The Offer of Places**

The offer of a place will be made in writing to the child’s parents. The school will not offer places in any other way and no guarantee of a place is made until the offer is made in writing.

**Notification of no place being available**

Once the application process has been completed, and acceptance of all places has been confirmed, the school will write to the parent of any eligible child who has not been offered a place. They will be informed that no place is currently available and that their child’s name has been placed on a waiting list.

**Acceptance of Places**

* Written/ Electronic confirmation of acceptance of a place is required by the school.
* 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 on the waiting list.
* A response received after the deadline may forfeit a place.
* On accepting a place at 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.

**Withdrawing a child from the Nursery**

Parents may withdraw their child from Hartford Manor 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 (letter or email) if they wish to withdraw from the school. **A half terms notice is required.**

Early Years funding will not be available to another setting during the period claimed by Hartford Manor School.

**Contact Details**:

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