



Dane Bank Primary School

“Dream it. Believe it. Achieve it. Together, it is possible...”

Nursery Admissions Policy

This Nursery Admissions Policy was reviewed and amended by Joanne Lennon	<i>January 2024</i>
This Nursery Admissions Policy was approved by the Local Governing Committee in	<i>February 2024</i>
The Nursery Admissions Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<i>February 2025</i>

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At Dane Bank Primary School, we have a 24 place Nursery, offering 30-hour and 15-hour provision. This provision is available for 38 weeks each year during term time.

1. Inclusion at Dane Bank Primary School

Our aim is to promote high expectations for all pupils' achievement. We are committed to providing a broad, balanced and relevant curriculum that meets the needs of all our learners. We promote an ethos of respect, and provide a safe, happy environment where cultural diversity is valued and celebrated.

2. Entitlement to a Nursery Education

Currently, all three- and four-year-olds can access 15 hours per week of funded childcare and education for 38 weeks of the year, regardless of the income or working status of their parent or carer. This is often described as a 'universal offer'. In addition, some 3 and 4-year-old children may be eligible for a further 15 hours free childcare (30 hours total) which is known as **extended free childcare**.

3. Eligibility criteria for 30 hours extended childcare & how to apply for 30 hours funding

You will be eligible for the extended free childcare if the criteria below is applicable to you:

- both parents must be working (or the sole parent is working in a lone parent family), and each parent earns a weekly minimum equivalent to 16 hours at national minimum wage or living wage, and less than £100,000 per year
- there is no requirement to work a certain number of hours per week – it is all about how much you earn. This means that, for example, if you only work 10 hours a week but earn £20 per hour, you will meet the minimum earning threshold. Apprentices are also eligible as long as they earn the equivalent to 16 hours at the apprentice minimum wage.
- working will include employed and self-employed persons
- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave

- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring or one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits

If you think you meet the eligibility criteria please apply online:

<https://www.gov.uk/apply-for-tax-free-childcare>

Note: In general, families where one parent does not work (or neither parent works) will not be eligible for these additional hours

4. What to do if you are eligible for 30 hours extended childcare

If you are eligible, you will be given a code; this code must then be given to the school to reserve and retain your Nursery place. You will need to re-register every 3 months through your gov.uk childcare account and provide this unique code to the school every 3 months to maintain your Nursery place. Failure to re-register and provide the unique code to the school may result in your Nursery place being withdrawn. It usually takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.

The website is: www.gov.uk/apply-30-hours-free-childcare

5. Admissions to Dane Bank Primary School Nursery

The responsibility for determining the admissions for Nursery age children lies with the Governing Body of Dane Bank Primary School.

Dane Bank has 24 places available for Nursery age children aged 3 & 4.

We prioritise offering full time (30 hour) places in the first instance.

An offer of a Nursery place will be subject to the family attending an in-person or remote meeting with the Early Years Lead and also school staff conducting a home visit in the term before your child starts school.

You will be required to share your employment circumstances and complete any application forms enabling the school to receive funding. Failure to comply with this will mean that we may withdraw our offer of a place.

6. Admission Criteria

The school uses the following criteria when prioritising applications: -

1. Looked after Children.
2. Children with a sibling who will be attending the school at the time of admission.

3. Children living closest to the school (distance is measured in a straight line from the home address to the centre of the school.)
4. If necessary those families living equal distance from the school may be prioritised by the age of their child (oldest children will be offered places first).
5. All other applications will be considered in the order in which they are received.

7. Applying for a place in the Nursery

Parents can put their child's name on the waiting list for Nursery by completing the relevant form at the School Office. Parents are welcome to submit application forms as early as they wish before their child would start with us and all applications will be filed in order of receipt.

Once an application form has been received, the child will be placed on a waiting list – this does not guarantee a place in the Nursery. Places will be allocated using the admission criteria detailed in this policy. **Please note that places are not offered on a first come first served basis in the first instance.**

Once offered a place, you will be required to attend a meeting remotely or at the school, where you will complete the admission paperwork. Proof of address and birth certificates will be checked at this meeting – as well as proof of 30-hour eligibility if applicable.

If you are not offered a place your child will remain on the waiting list until a place becomes available.

8. Transition from Nursery in to Reception

Unlike admissions to Reception class, Nursery admissions are managed within school. Admissions for Reception places are managed by the local authority in line with all statutory school age admissions at Dane Bank Primary School.

Children who attend Dane Bank Nursery **do not have an automatic place in the Reception class** at Dane Bank.

If you have a child in the Nursery, it does not mean that older siblings will be offered a place in the main school – Nursery admissions do not support/alter/affect the statutory admissions processes for any other year group.

Parents must apply for Reception places to Tameside Metropolitan Borough Council following the timescales/deadline dates outlined for the relevant academic year.