



# Davyhulme Primary School Admissions policy for Nursery Places.



## Introduction

All 3 year olds in Trafford LA are entitled to free nursery provision for 3 hours a day or the equivalent of 15 hours a week, in line with Local Authority guidance. Children are admitted into Nursery in the academic year in which they attain their 4<sup>th</sup> birthday. Working parents may also be entitled to an additional 15 hours per week which is known as '30 Hours Free Childcare'. For further details about eligibility, please refer to Trafford's website at:

<https://www.trafford.gov.uk/residents/children-and-families/childcare-and-early-education/free-places-for-3-and-4-year-olds.aspx>

## Aims

The aims of this policy are as follows:

- To provide a fair system whereby children are given their entitlement of Nursery Education.
- To ensure our provision promotes secure foundations for future learning.

## Criteria for Admission

Places for admission to Davyhulme Nursery will be offered according to the following criteria:

1. 'Looked after' children and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
2. Those children who live in the catchment area of Davyhulme Primary School, who will have a sibling attending the Primary School at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Those children who live in the catchment area of Davyhulme Primary School. If we have the situation where the number of applications are greater than the number of places available, priority will be given to children who live nearest to Davyhulme Primary School, calculated in a straight line from the child's permanent place of residence.
4. Children, who live outside the catchment area of Davyhulme Primary School, with a sibling attending the school at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

5. Children who live nearest to Davyhulme Primary School (but who are outside of the catchment area), calculated in a direct straight line from the child's permanent place of residence to the school.

For the home address, the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the Alphabetical List of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School"

If there are more applicants than can be accommodated at Davyhulme Nursery in criteria 1-4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate

**All applicants will be required to provide proof of address in the form of a utility/council tax bill at the point of application.**

**The final decision on admissions will be made by the Headteacher of Davyhulme Primary School.**

### **Application Process**

The school maintains an Enquiry register and parents are invited to register their child's information with the school at their earliest convenience. At that time, parents and children are given the opportunity to visit the Nursery, to meet the staff and familiarise themselves with the nursery. **Application forms can be found on our website and completed online.** These are available throughout the academic year. Application forms will be collected and processed by our administration team. The EYFS lead and Nursery teacher will meet to review the application forms, and make a decision on which applicants to offer places to, based on the above selection criteria. This will be shared with SLT before places are offered to parents and carers.

In order for children to be allocated places in September, the deadline for applications to be given to us is **15<sup>th</sup> of January** of the year the child is due to begin nursery. Offers of places are sent by mid-February. The deadline for accepting a nursery offer is **19<sup>th</sup> March.**

If applications are submitted to Davyhulme Primary after this date, it is not guaranteed that your child will be included in the places offered during the Spring Term. Offers of places in our nursery are made on the above admissions criteria.

### **Organisation of Intake**

Since September 2010 the entitlement to free universal nursery provision has been 15 hours per week. From September 2017 eligible working parents can apply for 30 hours free childcare.

In line with LA and Department for Education guidance, Davyhulme Primary School will offer both 15 and 30 hour places for 38 weeks per year, during term time. Due to demand for places, it may not always be possible to give everyone their preference.

We operate two distinct and separate sessions – mornings and afternoons – which the 15 and 30 hours entitlement can be used for.

Mornings: 8:30am – 11:30am  
Afternoons: 12:30pm - 3:30pm

A one-hour lunchtime session is not included in these hours. Parents must provide a packed lunch for their child. Parents are also asked to contribute £4 a day for lunchtime supervision. Payment to be made half termly via Arbor, bank transfer or childcare vouchers.

## **Induction Process at Davyhulme Nursery**

What to expect following a Nursery offer;

- All appropriate paperwork will be shared with parents with a deadline date given for completion.
- All parents /carers will be invited to a Welcome meeting at school with the Headteacher, Early Years Staff and Early Years Foundation Stage Leader

Starting Nursery :

- In July, all children and parents/carers will be offered two stay and play sessions in order to meet the staff, explore the setting and to ask any questions. These sessions will take place after school.
- All children who intend on taking a place at our nursery will receive a home visit from 2 members of Nursery Staff. This is a chance for parents to ask any questions regarding this important phase of their child's life. This will take place at the beginning of **September**.
- To make the transition easier for the children, admission in September will be staggered start. This information is given directly to parents so they know in advance when their child will be beginning Nursery.

## **Criteria for Paid Places & 'Top-up' Sessions**

Parents may be given the option to purchase paid or 'Top Up' sessions. The criteria for admissions will apply if limited places are available.

Paid sessions will have to be agreed on an academic year basis and payment for the sessions will need to be paid in advance as laid out in the contract provided at the time. Paid sessions are available on a full-time basis i.e. 5 morning or 5 afternoon sessions per week as well as the free entitlement sessions. Parents must provide a packed lunch for their child. Parents are also asked to contribute £4 a day for lunchtime supervision.

Please note charges will be made for sessions even when a child is absent due to sickness or a holiday. Details on charges for top up sessions are available from the office.

**Non-Payment fees:**

If payment has not been received according to the school's payment structure, then the child's place for top up will be removed.

### **Equality Statement**

Davyhulme Primary School is committed to ensuring equality of education as well as equality of opportunity for all children, staff, parents and carers that are associated with our school. We do this by;

- Taking account of children's broad life experiences and needs
- Having high expectations of all children
- Offering a broad, stimulating and balanced curriculum

The achievements, attitudes and well-being of all our children are of utmost importance to us. We have an Equality Policy to ensure that this nursery promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or socio-economic background.

We aim to develop a culture of community cohesion, inclusion and diversity, in which all those connected to us feel proud of their identity and able to participate fully in school life.

We apply the Equality Act 2010 with regard to disability, where two core duties apply to our School:

- Not to treat an individual with a disability 'less favourably'
- To make 'reasonable adjustments' for those with a disability

The School welcomes and values disabled people to be an active part of Davyhulme Primary School. We are keen to make sure that we make it as easy as possible for disabled children, young people and adults to be involved in every part of school life. We have a legal duty not to discriminate against disabled people and to monitor how many of our pupils, staff, parents/carers and governors are disabled under the Disability Discrimination Act 2005.

**If your child is allocated a place at Davyhulme Primary School Nursery it does not mean that your child will automatically be allocated a place in a Reception class. This is managed by Trafford Local Authority and all applications need to be submitted to the authority. Please see details of the application process on Trafford Council website: [www.trafford.gov.uk](http://www.trafford.gov.uk)**

### **Review of Policy**

This policy will be reviewed and revised annually, in line with developments issued by the LEA and the School Improvement Plan.

Reviewed Autumn 2025

### **Approval by Governing Body:**

Headteacher:

Chair Of Governors:

### **Approved Full GB Meeting**