



Policy and Procedure Cross Gates Primary School

Nursery Admission Policy

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Background

The purpose of this policy is to inform parents about fair allocation of Nursery school places and to provide clear information on how we prioritise children's needs when allocating places. We have tried to mirror the school admissions policy as far as possible for smooth transitions to school. However, **please note the allocation of a Nursery place in school does not guarantee a Reception place. There is a separate admissions policy for school places.**

Application of a place in First Steps Nursery (provision for children aged 2 and 3 years):

Your 2 year old can get free 15 hours early education and child care if you live in England and get one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- tax credits and you have an income of £16,190 or less a year, before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they are entitled to Disability Living Allowance
- they've left care under a special guardianship order, child arrangements order or adoption order

When a family has a letter from the Local Authority to say that their child is eligible for a 2 year old Nursery place and we have vacant places, then we will offer places to children taking into account the additional priorities (see below). We will only give priority to parents from other localities if places remain vacant. If we cannot offer a place at this nursery, we will provide details of other providers that have places.

Application of a place in Second Steps (provision for children aged 3 and 4 years):

At Cross Gates, we offer universal 15 hours' Nursery places. We also offer 30hr places for entitled families. However, 30 hours is not a statutory expectation. We cannot guarantee a 30hr place, because it is not always possible to provide them due to the numbers involved and staffing ratios. We will do our best to accommodate parents' wishes.

Additional Priorities

Priority 1

- Children in public care or fostered under an arrangement made by the local authority.
- Children who are the subject of a Child Protection Plan.
- Children with or without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs.

These places are offered on a temporary basis and are regularly reviewed along with a package of support.

Priority 2

The age of the child. In Second Steps, priority will be given to those children who will become 4 years of age during the 2023/2024 academic year to have the opportunity to benefit from 3 terms of Nursery education. Children already attending our First Steps nursery will be able to keep their space until a Second Steps place becomes available. All children in First Steps will be guaranteed at least 3 terms in Second Steps.

Priority 3

Children of parents who live nearest to the school Nursery. If we have more applications than there are places, we will offer places first to children living nearest to the school Nursery (measured in a straight line).

Applications must be received by the following dates:

- 1st June 2023 for places in Autumn 2023
- 1st November 2023 for places in Spring 2024
- 1st February 2024 for places in Summer 2024
- 1st June 2024 for places in Autumn 2024

Policy Updated: May 2023