



Whittingham Primary Academy
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Whittingham Primary Academy

Nursery Admissions Policy (3- to 4-year-old child provision)

Approved by The Governing Body:

Published on website:



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1. Procedure

- Applications are made electronically, the year prior to admission into the 3-year-old nursery. This is completed by a form found on our website Admissions page.
- The school maintains a waiting list for nursery admissions. Parents and carers can place their child on the list at any time but must understand that places are not allocated on a first come first served basis. Please see the nursery admissions criteria below.
- Children will be admitted to nursery after their third birthday for three-year-olds. If there are not enough places for the number of children eligible for entry, then each child and family's needs will be considered individually considering all the factors in our admissions criteria.
- Parents/carers will be notified by email and letter if their application has been successful or unsuccessful.
- As part of the transition to Nursery, parents/carers will usually be invited to an initial visit to the setting, following this a home visit will take place.
- Each child will be allocated a key worker who will be a central point of contact for the child and family.
- Children will be admitted to the nursery in a staggered approach, this is to enable a smooth and supportive transition process for all children.

2. Allocation of places

Currently, Nursery spaces are as follows:

Whittingham Primary Academy provides 30 places (equivalent to full-time education FTE) for 3 and 4 year olds. This includes the 30 hours of Free Childcare for eligible families.

All parents and carers will be informed as soon as their child has been allocated a space.

3. Nursery Admission Criteria:

If there are not enough places for the number of children eligible for entry, then each child and family's needs will be considered individually according to our admissions criteria in the following order:

1. Looked after children or previously looked after children.
2. Children who have a parent that is a member of staff at a United Learning school these places are allocated as an incentive for recruitment and retention.
3. The individual needs of the child, taking into consideration; Diagnosed Special Educational Needs, and/or physical, medical, social and emotional needs that affect the child's progress. (Please note to be considered under this criteria evidence must be received of the



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diagnosis from a qualified Doctor or medical/professional institute before the deadline.)

4. Children with a sibling that attends the same school.
5. Distance to the school 'as the crow flies' – measured in a straight line.

When a place is allocated, the parents/carers must confirm acceptance of the place within 14 days, or the offer will be withdrawn and allocated to the next most eligible applicant. This will be made explicit in the offer letter. The Academy reserves the right to charge a deposit to secure a place which is only refundable upon the child successfully starting and completing at least 1 term in the nursery. This deposit is required for funded and non-funded places. See charging and remissions policy for more details.

4. Nursery Appeals

There is no formal appeals process, however, where there is a query in relation to Nursery admissions, parents/carers should primarily discuss the matter with the school office. Further to this, parents/carers would be directed to follow the Concerns Flow Chart for their query to be appropriately resolved.

5. Nursery Fees

All 3 and 4-year-olds are currently entitled to 15 hours a week of Free Childcare and Early Education (Universal Entitlement). We also offer 15 hours paid childcare provision.

In addition, some working parents are also eligible to receive 30 hours of free childcare per week (Extended Entitlement). Please visit the [LBWF website](#) for further information and the criteria below.

Eligibility Criteria for 30 hours Free Childcare

The extended entitlement is available to families where:

- both parents are working (or the sole parent is working in a lone parent family)
- each parent earns on average a weekly minimum equivalent to [16 hours at National Minimum wage or 16 hours at National Living Wage](#).
- neither parent has an income of more than £100,000 per year
- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave, adoption leave or get statutory sick pay.
- one parent is employed, and one parent has substantial caring responsibilities based on specific benefits received for caring, or is disabled/ incapacitated based on receipt of specific benefits.

To apply for 30 hours free childcare funding please apply [here](#), once approved



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please communicate government confirming eligibility.

If your child attends our Nursery on a full-time basis, you will need to provide your child with a packed lunch.

Session	3 – 4 Year Olds
AM or PM Sessions Available Monday – Friday: Morning: 08.45am – 11.45pm or Afternoon: 12:30pm – 3:30pm (Term Time Only)	15 Hours Fully Funded – Please choose one session for your child to attend
Full Time either 30 hours fully funded or 15 hours funded & 15 hours paid. Monday – Friday 08.45am – 3.30pm (Term Time Only)	30 hours free childcare for eligible pupils. (Gov code must be provided) <i>15 Hours Funded & 15 Hours Non-Funded</i> £1657.50 per term (12 Weeks) £9.21 per hour.