



# Templenewsam Halton Primary School

## Nursery Admissions Policy

## Introduction

Welcome to **Templenewsam Halton Primary School**. Our Nursery is part of Red Kite Learning Trust (RKLT), a Multi-Academy Trust (MAT) made up of 16 schools in North and West Yorkshire; serving children, young people and their families, from nursery through to sixth form.

Red Kite Learning Trust has delegated the admissions of children applying for nursery provision to the School. If you are considering sending your child to our Nursery, please see the information below.

We welcome any prospective parent who would like to come and visit the Nursery before applying for a place for their child. Please see the end of this document for information about how to get in touch with us.

## Nursery Admissions

We have 3 intakes per year for funded places beginning in September, January and March/April (Summer Term, provided places are available). For those wishing to take up a non-funded (paid) place we can welcome children flexibly throughout the year if places are available.

Families wishing to apply for a place must complete the application form and return it to the office. An administration fee is payable for all unfunded places only.

### [Registration form for 3-4 year olds](#)

### [Applications for Funded Places \(15 hour and 30 hours funded\)](#)

Applications must be submitted by the deadline of:

To start in the Autumn Term- applications by June 30th

To start in the Spring Term- applications by Nov 30th

To start in the Summer Term- applications by Feb 28<sup>th</sup>

### [Applications for Non-Funded Places \(Paid\)](#)

Applications must be submitted one month prior to starting (if places are available)

## Places and Funding for 3- and 4-Year Olds

All children will be eligible for 15 hours of Universal Entitlement funding for up to 38 weeks per year the term after their third birthday.

In addition to the Universal Entitlement 15 hours of government funding, some families may be entitled to claim an extra 15 hours of childcare per week bringing the total to 30 hours. This is known as Working Parent Entitlement government funding. You can submit an application when your child reaches the age of 2 years and 36 weeks.

<https://www.leeds.gov.uk/children-and-families/early-years/funded-childcare-9-months-4-years>

### Nursery Sessions

Our Nursery opening hours are from 8:40am to 3:15pm, Monday to Friday term time only.

We offer a choice of hours including full days. We also have options on paid wrap around care.

Wrap around care: 7:45am until 8:45am and 3:15pm until 5pm.

15 Hours option: Monday and Tuesday- 8:40am until 3:15pm then Wednesday 8:40am until 11:15am

15 Hours option: Wednesday 1pm until 3:15pm then Thursday and Friday- 8:40am until 3:15pm

30 Hours option: Monday to Friday- 8:40am until 3:15pm

Please click [here](#) to view our website which shows you all our options.

### Wraparound Care

**Hutsters** offer a wraparound care provision for nursery children to support working parents. It is open from 7:45am until 5.00pm, information regarding fees, availability and booking can be requested from the school office. Places are subject to availability. Ad hoc bookings are not taken.

### Allocation of places

We would look to fairly accommodate each application based on the hours requested, otherwise offering an alternative pattern at the point of application.

### HOW TEMPLENEWSAM HALTON NURSERY MAKES ALLOCATION

Allocation of places will be made on the basis of assessing the viability of the hours requested, staffing ratios within the Nursery, availability of space, and funding available.

We would be happy to discuss this with you upfront to assess the viability of your child's placement before you make an application.

Where more requests are received than available viable spaces, these would be reviewed against the oversubscription criteria below.

### Oversubscription criteria

When the Nursery is oversubscribed, following discussions of the viability of hours requested, priority for admission will be given to those children who meet the criteria set out below, in priority order:

### **Priority Group 1**

Looked after children and all previously looked after children.

A previously looked after child is any child who was previously looked after but stopped being so because they were adopted, including children who appear to the admission authority to have been in state care outside of England and cease to be in state care as a result of being adopted, became subject to a special guardianship order or became subject to a child arrangements order (see note 1).

### **Priority Group 2**

Children who have special educational needs, or have exceptional medical, mobility or social needs, which can only be met at the Nursery (see note 2).

### **Priority Group 3**

Children who will have a sibling attending the nursery or the main school at the time of admission (see note 3)

### **Priority Group 4**

Children who have a parent/carer employed by **Red Kite Learning Trust at Templenewsam Halton Primary School** (see note 4)

### **Priority Group 5**

Children living closest to the Nursery, as measured using Google maps.

### **Note 1 – Priority Group 1**

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

If an application is made under the priority for a previously looked after child, evidence must be submitted of the child's previously looked after status. A copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state must be sent with the application to verify this priority.

A child is regarded as being in state care outside of England, if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Note 2 – Priority Group 2**

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because the School will need to assess the child as having a stronger case than other children.

If evidence is not submitted with the application, a child's medical, mobility or social needs cannot be considered.

The supporting evidence should set out the particular medical, mobility or social reason(s) why **Templenewsam Halton Primary** is the **only** nursery which can meet the child's needs and the difficulties that would be caused if the child had to attend another nursery.

'Social need' does not include a parent's wish that a child attend the nursery because of a child's aptitude or ability or because their friends attend the nursery. 'Medical need' does not include mild medical conditions, as all nurseries are expected to be able to meet these needs.

**Note 3 – Priority Group 3** For these purposes, siblings must be living at the same address as the child who is applying. A sibling is a pupil who shares one or more parent (whether biological, step, foster or by adoption) with the applicant.

### **Note 4 – Priority Group 4**

In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Note 5 – Priority Group 5**

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. Only one address can be used on an application for a school place. Where shared care arrangements are in place, both parents or carers must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

### **Waiting List**

Unsuccessful applicants will [have the opportunity to be placed on our waiting list](#) which will be compiled in accordance with the oversubscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be held in criteria order of this admissions policy and will close at the end of the academic year in June. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

Parents and carers should notify us using the contact information detailed at the end of this admissions policy if they no longer want a place at the nursery/ pre-school, in which case the child's name will be removed from the waiting list.

### Notification and Acceptance of Places

We will endeavour to inform families of the outcome of their application one month before they start. We will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria.

If an applicant is offered a place, they must confirm acceptance directly with the school office by the date specified in their offer email. Written confirmation of offer acceptance or rejection of a place must be addressed by e-mail to: [info@tnhps.rklt.co.uk](mailto:info@tnhps.rklt.co.uk)

Alternatively, parents who are unable to access the internet may present in person at the school office to complete written acceptance or rejection of an offer.

Parents who do not wish to accept the offer, or do not accept the offer by the deadline, may have the place withdrawn.

There is no right to appeal against the decision not to offer your child a place at our nursery.

### In-Year Applications

In-year applications are welcomed and may be submitted at any time of the year using the applications form found [here](#). Please note that if you are eligible for funding this would not be available until the beginning of a new term.

If we are unable to offer a place, this will be confirmed by email or letter.

### Our Nursery Curriculum

#### Information about Templenewsam Halton Nursery-Pre-school Curriculum

*Templenewsam Halton's nursery offers a teacher led, broad and balanced curriculum which provides exciting learning opportunities for children to engage in a journey of discovery and exploration. We aim to create a happy and caring environment where children feel valued and can thrive to achieve their best through engagement in first-hand experiences. Children are encouraged to make choices, share thoughts, express ideas, make discoveries, solve problems, and reflect on experiences.*

*We follow the Early Years Foundation Stage Framework and provide for the 'Seven Key Areas of Learning'. This ensures each child can develop at their own rate whilst becoming independent, creative and confident learners.*

*Each half term children's learning is centred around their interest and is outlined as 'Key Themes' to provide the children with all the experiences they need to excel in the Early Years curriculum set out by the Department for Education.*

*Vocabulary is carefully selected and planned throughout each year group. Through play and storytelling, EYFS staff help children extend their vocabulary and develop their communication skills. Key subject specific vocabulary such as seasons, animal names, countries and landscapes have been selected in order ensure children can apply the skills in the curriculum and understand the plethora of new information introduced to them.*

*There is a good balance between teacher led learning, through both whole class and group activities, and child-initiated play, both inside and out. The provision is organised into different learning areas which provide rich, stimulating experiences to help children work towards the Early Learning Goals.*

### **Get in Touch**

If you have any questions or want to get in touch with us, you can do so by contacting 0113 293 0314 or on [info@tnhps.rklt.co.uk](mailto:info@tnhps.rklt.co.uk)

**Please note that admission to our nursery does not guarantee admission to the Reception class at the school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered by the Local Authority.**