



Nursery Admissions Policy 2025/26

At Templenewsam Halton Primary School



Admission into Nursery

Leeds City Council and Red Kite Learning Trust has delegated the admissions of nursery children to the school and governing body. Parents and guardians wishing to apply for a place must complete the Templenewsam Halton Nursery application form, available on the school website (<https://templenewsam-leeds.secure-dbprimary.com/leeds/primary/templenewsam/site/pages/information/newstarterinformationseptember21>).

This form is then directly submitted to the school in accordance with the dates detailed below.

The Nursery offers three separate sessions as follows:

- Monday to Wednesday 11:45am (15 hours over two and half days)
- Wednesday 1:00pm to Friday (15 hours over two and half days)
- 30 Hours (Monday – Friday full days- there is a 1.25 additional charge each week to fit around the hours of the school day)

Places for three-year olds

All children will be eligible for admission to a nursery class in a community voluntary controlled school, academy or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available. When the nursery is over-subscribed for a three-year-old place, applications for entry in 2022/23 will be ranked according to the following criteria:

- a) Looked after and previously looked after children (CLA)
- b) Exceptional social/medical need (SEND)
- c) Birth year of child and age is chronological
- d) Children who will have a sibling attending the nursery or the main school at the time of admission or children who live closest in distance to the nursery.

The following factors will **not** be considered when considering admissions.

- Which primary school the child is likely to attend after Nursery
- Length of time on the waiting list
- Level of development of the child or any additional needs they may have

Eligibility for 30 Hours

This is a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year.

Most working parents are eligible for 30 hours of free childcare each week. If you (and your partner, if you have one) work then you will be entitled to 30 hours of free childcare if you (and your partner) earn the equivalent of 16 hours per week at national living wage or earn less than £100,000 per year.

The 30 hours free childcare entitlement can be used with any approved childcare provider (i.e. nursery or childminder) and can be split across more than one provider. For example, your child could attend a nursery setting for 15 hours and the remaining 15 hours could be used with a childminder.

You can use the Government website <https://www.childcarechoices.gov.uk/> to check what you are eligible for given your own personal circumstances.

Families' eligibility for 30 hours must be reviewed every three months.

Government reminder notices will be sent to the 30-hour place families to remind them near the time that they need to re-visit the Government website <https://www.gov.uk/sign-in-childcare-account> update their current personal circumstances and then pass their new reference number to the school office in order to keep their 30-hour place for the following term.

Procedures for Admission

The school will endeavour to inform parents and guardians of the outcome of their application by letter at least one-half term before admission. The school 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 by the date on in their offer letter.

Where the nursery is oversubscribed, it will maintain a waiting list in criteria order.

Admission to a school's 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.

Timetable for September 2025 admissions

2nd May 2025 Deadline for receipt of applications for September.

June 2025 Nursery outcome letters will be sent by email and confirm acceptance via email as well.

Late applications

Applications received after 2nd May 2025 will be treated as a late application and will be considered after 27th June 2025.

In-year admissions (Depending on availability)

Applications received after 1st September 2025 for admission to the nursery class will be treated as an in-year admission. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.