



# SANDILANDS PRIMARY SCHOOL NURSERY ADMISSIONS POLICY



This policy has been written to support the following aims of the school:

- To provide a welcoming and safe environment for all children
- To be committed to strong, collaborative partnerships with families and the local community

## **Admissions Process**

Parents/Carers are welcome to make an appointment to visit the Nursery before deciding if they would like their child to join our school. Any parent or carer interested in placing their child's name on the Sandilands Nursery list should complete an application form which can be collected from the school office or downloaded from the school's website.

Sandilands nursery has the equivalent of 60 full time places. If a request for a place is submitted to the school it will be kept until allocation is made at the end of March each year. Depending on the waiting list, places are allocated to children for admission in the September after their third birthday.

Currently Sandilands Primary offers full time places to allocated children who are **Manchester residents** and following the criteria of:

- 1.Children who are looked after by the local authority
- 2.Children who have a sibling at Sandilands School and who are living at the same address
- 3.Distance from school to home address, measured in a straight line

It is important to note that a place in the nursery is conditional upon the following:

***Parents who are eligible for the additional childcare funding must agree to complete the on-line form and provide school with the eligibility code and give consent for school to use it.***

***(Please see over page to check eligibility criteria)***

If a parent is eligible for this funding but refuses to apply for and supply the code then school may withdraw the nursery place at any time during the year.

Occasionally places are offered during the year as children reach their third birthday if there are less than 60 children in the initial intake. These will be allocated according to the admission criteria .

Once a place is allocated , parents/carers will be invited to attend an introductory meeting during which they will be introduced to members of the school team and learn more about the school's policies, procedures and routines .

Home visits will be arranged after this meeting and this will give parents/carers the opportunity to discuss their child's individual needs.

The school reserves the right to reduce the hours of any child if full-time hours are not felt to be serving the best interests of the child concerned or the other children in the nursery.

## **Induction**

An induction period will take place whereby initially parents/carers accompany their child to nursery then the time the child spends at school gradually increases. The increase in time spent at school may be different for individual children.

The school reserves the right to negotiate induction arrangements with parents/carers where this is felt to be appropriate to the particular needs of the child concerned.

## **Applications**

Application forms are available from the school office, to which they should be returned by 31<sup>st</sup> March before the September they would be due to start.

We aim to inform parents/carers by end of May if their application has been successful.

*Please note that a successful Nursery application does NOT guarantee a place in the main school from Reception onwards. This can only be secured by a successful application to the Local Authority at the appropriate time. The Governing Body is NOT the admissions agent for places in the main school and parents should contact the Admissions Team at Manchester City Council (0161-245-7166).*

### **Eligibility for 30 Hours Nursery Funding**

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a [taxable income](#) over £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

Use the website below to apply.

**[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)**