



Willenhall Community Primary School

Nursery Admission policy

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Contents

- 1. Admission numbers 2024/25: 3**
- 2. Admission Criteria 3**
 - 2.1. 15-hour funding..... 3
 - 2.2. 30-hour funding..... 3
 - 2.3. Privately paid-for sessions 3
 - 2.4. Rising 3's..... 3
- 3. Oversubscription Criteria:..... 4**
 - 3.1. Brothers and Sisters 4
- 4. Offering Places 5**
 - 4.1. Autumn Term Admission 5
 - 4.2. Spring and Summer Term Admission..... 5
 - 4.3. Admission Deadlines 5
- 5. Provision and Payment information 5**
 - 5.1. Provision 1 5
 - 5.2. Provision 2 5
 - 5.3. Provision 3 6
 - 5.4. Provision 4 6
 - 5.5. Provision 5 6
 - 5.6. Terms and Conditions – Privately paid-for sessions 6
 - 5.7. Tax-Free Childcare 7
- 6. Other Charges..... 7**
 - 6.1. School meals..... 7
 - 6.2. Snacks and milk 7
 - 6.3. Nappies and wipes 8
- 7. Relocating to a new provider..... 8**
- 8. Applying for a Primary School Place 8**

1. Admission numbers 2024/25:

Willenhall Community Primary School has the following places available in its nursery setting.

Total of 68 places, comprised of the following:

- 18 morning places (8:30 – 11:30am)
- 18 afternoon places (12:30 – 3:30pm)
- 16 all-day places *

* These are subject to eligibility criteria defined by the government. Parents will apply online and will be given a unique code, more information can be found by visiting childcare-support.tax.service.gov.uk

In the event that the all-day places are not filled, the school reserves the right to offer additional morning and afternoon sessions in their place up to a total of 34 morning and 34 afternoon sessions. Additionally, in the event that the morning or afternoon places are not filled, the school reserves the right to offer additional all-day places up to the total of 34 per session.

2. Admission Criteria

2.1. 15-hour funding

All children aged 3 and 4 are eligible for 15-hours funded of childcare per week during term time, their eligibility commences from start of the term after their 3rd birthday (see below):

- Children who are 3 before 31st August will be admitted in the Autumn term (September)
- Children who are 3 before 31st December will be admitted in the Spring term (January)
- Children who are 3 before 31st March will be admitted in the Summer term (April)

2.2. 30-hour funding

Children whose parents meet the government's eligibility criteria will be entitled to an additional 15-hours of funded childcare per week during term time (a total of 30-hours).

2.3. Privately paid-for sessions

If you require your child to attend sessions which exceed their funding entitlement, you can choose to pay for additional nursery sessions (**privately paid-for sessions**). Additional hours are charged at £5 per hour. Additional hours are subject to availability. Please see section 5 for the provisions we offer and payment information.

2.4. Rising 3's

If the school's nursery is undersubscribed, we may offer places to children as soon

as they become three years old (rather than at the start of the term after their birthday).

This provision will be free of charge to you if your child is eligible to receive 2-year old funding. For more information regarding the eligibility criteria please visit:

www.Coventry.gov.uk/info/39/nurseries_and_childcare/2054/free_early_education_and_childcare_for_2_3_and_4_year_olds/2

If your child is not eligible for the 2-year old funding we may offer your child a place which you will be required to pay for.

3. Oversubscription Criteria:

If the number of applications is less than the admission number then all applicants will be offered a place.

If there are more applications for the nursery than there are places available within the school's nursery admission number, places will be allocated in accordance with the following criteria and in the order shown below.

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order.
2. Children on the waiting list from the previous term who have a brother or sister attending the school and live within the school catchment area.
3. Children on the waiting list from the previous term who live within the school catchment area.
4. Children on the waiting list from the previous term who have a brother or sister attending the school.
5. Children by reference to the date that their application was received in school (oldest applications first), who have a brother or sister attending the school and live within the school catchment area.
6. Children by reference to the date that their application was received in school (oldest applications first) who live within the school catchment area.
7. Children by reference to the date that their application was received in school (oldest applications first), who have a brother or sister attending the school.
8. Children by reference to the date that their application was received in school.

(Please note: the school catchment area is defined by Coventry City Council, more details can be found at www.Coventry.gov.uk/schooladmissions)

3.1. Brothers and Sisters

The school sees the benefit of children from the same family attending the same school and gives priority to brother and/or sister connections in its policy of allocation places. The definition of brother or sister includes step-brothers, step-

sisters, half-brothers, half-sisters and adopted brothers and sisters, living at the same permanent address. However, if our nursery is oversubscribed no guarantee can be given that places will be available for brothers and sisters.

4. Offering Places

4.1. Autumn Term Admission

For Autumn Term admissions the school will notify parents by letter if their child has been offered a place in the nursery class. For this reason it is important that you ensure that you notify the school of any change of address or contact details following the submission of your application.

Offer letters or phone calls will take place during the Summer Term, during April or May, (if a letter is sent, parents will be required to return a slip to the school to accept or decline the place). Failure to accept the offered place by the date stated on the letter will result in your child's place being offered to someone on the waiting list.

4.2. Spring and Summer Term Admission

Offers for children to take up a place in the Spring or Summer Terms may be handled by telephone if numbers are low.

Parents will be required to provide the original copy of the child's birth certificate so the school can confirm their date of birth.

4.3. Admission Deadlines

Children in receipt of 3 and 4 year old funding must have taken up their place (been admitted) before the termly census/headcount day (5th October, 18th January and 16 May).

5. Provision and Payment information

We offer the following provision options:

5.1. Provision 1

Provision 1	Max weekly funded hours	Days of the week	Core funded hours/sessions	Delivery Model	Cost
Universal offer for 3 and 4 year olds	15	Monday to Friday	8:30 – 11:30	Across 38 weeks	£0.00

5.2. Provision 2

Provision 2	Max weekly funded hours	Days of the week	Core funded hours/sessions	Delivery Model	Cost
Universal offer for 3 and 4 year olds	15	Monday to Friday	12:30 – 15:30	Across 38 weeks	£0.00

5.3. Provision 3

Provision 3	Days of the week	Core funded entitlement hours/sessions	Max weekly funded hours	Delivery Model	Cost for meals (optional)
Universal + Extended entitlement for 3 and 4 year olds	Monday to Thursday	8:30 – 15:30 @ £0.00	30	Across 38 weeks	Lunch £2.30 per day
	Friday*	8:30 – 11:30 @ £0.00			

*The half-day session can be negotiated to suit childcare needs

5.4. Provision 4

Provision 4	Days of the week	Core funded hours/sessions	Max weekly funded hours	Privately paid for hours / periods	Session charge for privately paid for hours	Delivery Model	Cost for meals (optional)
Universal + Extended entitlement plus privately paid hours	Monday to Friday	8:30 – 15:30 Mon – Thu 8:30 – 11:30 Fri	30	Friday 11:30 – 15:30	£18.75 per day	Across 38 weeks	Lunch £2.30 per day

5.5. Provision 5

Provision 5	Days of the week	Max weekly funded hours	Core funded hours/sessions	Privately paid for hours / periods	Session charge for privately paid for hours	Delivery Model	Cost for meals (optional)
Universal entitlement plus privately paid hours	Monday to Friday	15	8:30 – 15:30 Mon - Fri	Mon – Fri 11:30 – 15:30	£18.75 per day	Across 38 weeks	Lunch £2.30 per day

If you require your child to attend sessions which exceed their funding entitlement, you can choose to pay for additional nursery sessions (privately paid for sessions). Additional hours are charged at £5 per hour. Additional hours are subject to availability.

5.6. Terms and Conditions – Privately paid-for sessions

If you require your child to privately paid-for sessions, you will be required to complete a Parent Contract with the following **terms and conditions**:

1. Payment for the first month is required in advance, 1 week prior to the additional hours commencing.
2. Payment must be made by the MyChildAtSchool (MCAS) online facility, information can be found in the parent information booklet included in your

welcome pack.

3. You are required to pay for every day that your child is booked in, even if they do not attend for any reason (this includes illness).
4. You will receive an outstanding payment notification on MCAS each calendar month.
5. Places are limited and subject to agreement with the Nursery Leader, if you fall behind on payments by more than 1 week your child's additional hours will be withdrawn.
6. Any change to requirements, e.g. termination of the requirement for additional hours or a change in the hours required, must be provided in writing to the School Office with a minimum of 14 days' notice. Failure to notify the School Office within the required time frame will mean that you remain liable for the payment of fees. You shall remain liable until such time that sufficient notice is received.
7. The amount of your monthly payment will vary depending on whether school holidays fall in the calendar month.
8. Overdue payments will be subject to an administration fee of £3.00 per day for each day the invoice remains unpaid after the payment due date.
9. Please be aware that you may be required to provide evidence of childcare payments to HM Revenue & Customs please ensure that you retain copies of all receipts, the school will not provide 2nd copies or confirmation letters on your behalf. Receipts will be emailed to you by MCAS.
10. You must inform the school office immediately if you are notified that your child's entitlement for 30-hour funding is due to expire.

5.7. Tax-Free Childcare

The School accepts Tax-Free Childcare payments for **privately paid-for** nursery hours/sessions. For more information about tax free childcare visit: [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

If you are planning to pay by Tax Free Childcare you **must notify the Office Manager** and you will be required to provide the **following information every time you make a payment:**

- Tax Free Childcare reference number
- Amount
- Date

6. Other Charges

6.1. School meals

If your child will remain in school during lunchtime you have the option to pay for a school meal (£2.30 per day) or send your child with a packed lunch.

6.2. Snacks and milk

The School provides a snack (fruit or vegetable) for your child each day. Milk is provided daily courtesy of the Nursery Milk Scheme. There will be no charge to

parents for these.

6.3. Nappies and wipes

The school does not supply nappies and wipes, if your child still requires these when they start nursery, parents will need to supply these from home.

7. Relocating to a new provider

If a parent chooses to relocate their child to a new provision/school **after** submission of termly census/headcount data they may be required to pay for provision at the new provider until the end of the current term.

If a parent chooses to relocate their child to a new provision/school **before** submission of the termly census/headcount data, Willenhall Community Primary School will invoice them for the days of provision from the date of admission until the date of leaving. Sessions will be charged at the funded rate.

8. Applying for a Primary School Place

Parents of children attending the nursery setting at Willenhall Community Primary School will also need to complete an application form in order to request a place at their preferred Primary School for the September after their child turns four. Primary School admissions are managed by Coventry City Council following different admission criteria. Applications must be made online via www.coventry.gov.uk.

There is no guarantee that a pupil who is admitted to Willenhall Community Primary School's nursery class will be offered a reception place at the same school.