



**MANLEY PARK**  
PRIMARY SCHOOL  
GROWING TOGETHER

# Nursery Admissions Policy

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## **Statement of Intent**

Manley Park aims to provide a full-time nursery experience for children that is affordable, high quality and geared towards a smooth transition into primary school. The Governing Body is the Admission Authority and is responsible for setting the school Admission Policy. The policy is written to ensure fairness and equality for all those intending to begin their education at Manley Park Primary School.

## **Priorities for Admissions**

Parents/Carers will be clearly informed in the admissions process that full-time places are allocated for the complete academic year. Places will be allocated to children who will be aged 3 prior to the 31<sup>st</sup> August each academic year. No places will be available for a deferred start. 1 months' notice will be required from any parent wishing to withdraw their child from any nursery place.

We will use the same priorities for admission as those set by the Local Authority for admissions to the main school and they will be applied to ensure that the nursery is full. (Parents/Carers should note however, that admission to nursery does not guarantee a place in the main school.)

These are:

1. Children in Local Authority care
2. Children with exceptional medical/social needs
3. Siblings of children who already attend Manley Park Primary School and who are living at the same address
4. Children of current staff working at Manley Park Primary School
5. Distance from the school (M16 OAA), as measured by the DFE distance tool.

## **Waiting list**

In circumstances where more applications are received than places available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a waiting list in order of the criteria and not by date of application. If a place becomes available, the school will contact the Parents of the child at the top of the list.

## **30 hours free childcare**

For all children, the first 15 hours per week are free of charge. Some Parents who are eligible will be able to claim the additional 15 hours through the HMRC childcare choices website [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator). Once signed up, Parents will receive an eligibility code that needs to be emailed to school. The email also needs to include the child's full name and date of birth, the Parents full name, date of birth and their national insurance number. The school will then check the code with the local authority. To keep your 30 hours free childcare place you need to check your details are up to date every 3 months and email school with the information.

### **Costs to Parents/Carers who are not eligible**

- For all children, the first 15 hours per week are free of charge.
- The additional 3 hours per day will be charged at a rate set each year to cover the gap between LA funding and the costs of a full-time place. This is payable for all 38 weeks of the academic year regardless of start dates/settling in periods. The fees for the academic year 2025-2026 will be £85.00 per week.
- Fees must be paid to the school in advance on a weekly, half termly or termly basis, the dates on which payment is due to be advised by the school.
- No refunds will be made in the case of an individual child's absence, but full refunds will be made where the school is closed for exceptional reasons (eg severe weather conditions or strike action).
- Places will be withdrawn and re-allocated to children on the waiting list if fees are not paid by the agreed date and/or attendance is not consistent.

Some places will still continue to be fully funded as per criteria below.

### **Criteria for free full time places** [these are set by Manchester LA]

Free full-time places will only be available to children who are resident in Manchester (defined as children in households paying council tax in Manchester or who are in Local Authority care). A child will be eligible for a free place if they:

- have a home postcode in the 50% most deprived areas in the country using the Income Deprivation Affecting Children Index (IDACI);
- are in Local Authority Care ('looked after children'), or has been allocated a social worker who has referred the child for a full time place, or has an agreed Child Protection Plan;
- have a disability or with SEN (as defined by the Local Authority); is in a family with a Family Recovery Model worker who has referred a child for a full-time place, or which has an agreed Family/Parent Action Plan;
- meet any other criteria advised by the Manchester Childcare Commissioning Team or the City Council;
- are eligible for free school meals;
- whose Parents/Carers have a mental health need, or substance misuse issue, or is in a household experiencing domestic abuse, or whose family has a history of repeat presentation to homelessness;
- whose Parents/Carers are ineligible for some benefits due to citizenship status and are also unable to work

### **Evidence to support an application for a free full-time place**

Appropriate current evidence will be required to support free places offered under these criteria. We will advise Parents/Carers about this. Evidence will be treated in complete confidence, be returned immediately and not be retained by the school.

### **Transition**

The school recognises that for young children and their Parents or Carers, the transition to the new environment is a significant and often challenging time. For this reason, our nursery staff will work with all Parents to ensure that an appropriately structured settling-in period is established for each child. It is expected that most children will be happily settled on a full-time basis by the beginning of October. Our staff will take every care to identify early on individual children who may need a longer period to adapt to the change in environment. They will work closely with Parents or Carers to understand the needs of the children and agree a suitable transition programme for them.

### **Inclusion**

We recognise that each child comes to school from home with different experiences, that no child is like another and that each child in our nursery and reception class needs to be valued and respected in her or his own right. Nursery staff will work to identify and meet, where possible, the special and additional needs of individual children through the settling-in period and throughout the early years.

### **Attendance**

The school offers 26 full-time places for nursery children to enable them to benefit as much as possible from the full range of curriculum activities, a regular routine and the consistent, focused attention of nursery staff. We have also found that, in our nursery staff's experience, children attending on a regular full-time basis are better able to settle, integrate and thrive in the nursery environment. Children are therefore expected to attend punctually and regularly and Parents or Carers should give early notice to staff if children are going to be absent. If nursery staff become concerned about the level of a child's attendance, this will be discussed with Parents or Carers. In the case of prolonged or regular absence not resulting from special needs or agreed with the Headteacher, the place may be offered to another child.

### **Communication**

The school strongly encourages the involvement of Parents and Carers in their children's education and school life and seeks opportunities to work in partnership with them for the benefit of the children. A successful working partnership is particularly important for ensuring proper support for our youngest children as they establish themselves in the nursery. Parents and Carers will be given opportunities for regular informal and formal communication with nursery staff and should feel welcome at any stage to discuss specific issues or questions with the Early Years Standards Leader.

## Applications

- Application information and forms are available from the school office or by emailing [communication@manleypark.com](mailto:communication@manleypark.com)

	<b>September 2025 Start</b>	<b>September 2026 Start</b>
<b>Deadline for Completed Applications</b>	Friday 7 <sup>th</sup> March 2025	Friday 6 <sup>th</sup> March 2026
<b>Parents/Carers Informed By</b>	Friday 14 <sup>th</sup> March 2025	Friday 13 <sup>th</sup> March 2026
<b>Acceptance of Place By</b>	Friday 21 <sup>st</sup> March 2025	Friday 20 <sup>th</sup> March 2026

- Once the place is accepted Parents will need to sign a contract agreeing to terms and conditions of the nursery offer and return to school with a non-refundable deposit of £50. For children that are eligible for free places or 30 hours funding this will be refunded in the Autumn term.

All Parents must submit an application form, even if the child already has a sibling in the school.

If a Parent/Carer believes that the treatment of their application has not been in accordance with this policy, they are entitled to use the school's Complaints Procedure.

*Please note that a successful Nursery application does NOT guarantee a place in the main school. 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.*