**RIVINGTON PRIMARY SCHOOL**

**Nursery Admissions Policy**



September 2025

1. **Introduction**
   1. The Governing Body of Rivington Primary School applies the criteria for admissions fairly and equally to all those who wish to attend this school. The school sets its own admissions procedures for Nursery.
   2. For the purpose of this policy, the term ‘parent’ refers to anyone who has parental responsibility for the child for whom they are applying for a place.
2. **Aims and objectives**
   1. We are an inclusive school that welcomes children from all backgrounds and abilities.
   2. All applications will be treated on merit and in a sensitive manner.
   3. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not:

* Children looked after have priority and may be admitted even if the cohort is full – the Nursery will make arrangements to accommodate them
* Children for whom this Nursery is more suitable because of the nature of their special need – parents should provide advice from the professionals involved to support their case
* Children who already have a sibling at Rivington Primary School.
* Proximity of the child’s home address to this school

**Definition of Home Address**

This is the confirmed address (before allocation procedures begin) where the child and parent, or person with parental responsibility, normally live. If parents are separated and the child spends time at each parent’s address, the address which receives Child Benefit will normally be used, but the school reserves the right to request other proofs as fit the individual circumstances. It may be necessary for the school to carry out checks to confirm that the addresses given are genuine.

**Any parent seeking to advantage their child’s application for a Nursery place by submitting a false address may have the offer of a place withdrawn once this is discovered.**

* 1. Children’s academic ability plays no part in the admissions policy of our Nursery.

1. **How parents can apply for their child to be admitted to our Nursery**
   1. Parents who wish their child to have a place at our Nursery must complete an admissions form, available from the school office or website: [www.rivingtonprimary.co.uk](http://www.rivingtonprimary.co.uk). Once a place is offered, proof of address must be provided for the child and a copy of their birth certificate or passport. If these cannot be provided, the offer will be withdrawn. The main intake to Nursery is in September, but children can join us later in the academic year if places are still available. Places are allocated according to the procedure in **2.3**. Applications must be submitted by March 1st of the calendar year prior to the academic year in which the child is due to start in Nursery, e.g. by March 1st 2025 for a place in Sept 2025. Children will only be considered for a Nursery place the term following their 3rd birthday.

**Admission Age**

Children aged 3 on or before 31st August of the prospective year are eligible to be considered for a St Helens school Nursery place for 15 hours per week beginning in September (Autumn) of the prospective year. Children aged 3 after 31st August are eligible to be considered a place from January (Spring) of the prospective year, and children aged 3 after 31st December are eligible to be considered for a place from April (Summer) of the prospective year.

**Parents who apply for Spring or Summer places should note that places will have already been allocated to the children who were 3 before September 1st and therefore the number of places available for Spring and Summer will be limited.**

* 1. We hold an open evening in the autumn term for parents to look round our Early Years Foundation Stage. If you are not able to attend, you can request an individual visit which we will accommodate according to staff availability.
  2. Offers of places at Nursery will be sent out on the last day of the spring term each year.

1. **Admission appeals**

Parents should note that there is no right of appeal if a place at their preferred Nursery cannot be allocated. Where a place cannot be offered, the Local Authority will inform parents of other St Helens maintained Nursery school/units with available places.

* 1. If the school does not offer a child a place in Nursery, it is because to do so would prejudice the education and safety of other children by allowing the numbers of children in the school to increase above nationally set adult:child ratios.

1. **The planned admission number**
   1. The planned admission number is the number of children the school will admit into a Nursery cohort. The PAN for our Nursery is 26 full time places equivalent. We keep this number under review and the governors will apply to change the number if circumstances allow.
2. **Nursery Charges**
   1. Each child is entitled to 15 hours of free Nursery education per week. In our Nursery we offer this across 5 mornings, 8.40am – 11.40am, or 5 afternoons, 12.30pm – 3.30pm.
   2. Working parents may be entitled to an additional 570 hours of free childcare per annum for their child, ie a total of 30 hours per week. To be eligible, both parents in a two-parent family or one parent in a single parent family must work. Each parent must earn, on average, a weekly minimum equivalent of 16 hours at National Minimum Wage or National Living Wage. Each parent must have an annual income of less than £100,000. For full eligibility, please refer to the Childcare Choices website at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). We will require evidence of this entitlement, which is currently in the form of a code. For confirmation of your entitlement and to receive a code, you should apply via the Childcare Choices website.

If you qualify for 30 free hours childcare, this funds 6 hours of your child’s school day in our setting. Your child attends school for 6 hours each school day, 8.40am – 2.50pm. If you would like your child to stay with us until the end of the Nursery school day, 3.30pm, there is an option to pay a surcharge of £2.50 per day for the extra 40 minutes. Parents would need to book their child on and pay in advance through our online booking and payment system, School Spider. Details of School Spider can be found in the new starter pack, given out at the new starter meeting.

* 1. In addition to 6.1 above,additional free childcare sessions may be offered to parents/carers who can satisfy the following criteria
* The child for whom they are applying for a place is subject to a child protection plan
* They have a St Helens postcode and can provide evidence that they are in receipt of one of the following qualifying benefits:

~ Income Support; or

~ Income-based Jobseeker’s Allowance; or

~ Support under part vi of the immigration and Asylum Act 1999; or

~ The guaranteed part of Pension Credit; or

~ Child Tax Credit (CTC) with an annual gross income into the household that is no more than £16,190, provided you are not entitled to any working tax credit. If you are entitled to any part of the working tax credit, there is no eligibility with the exception of working tax run-on as shown below; or

~ Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit; or

~ Universal Credit.

* 1. In exceptional circumstances, and where there is agreement with other professional agencies e.g. Educational Psychology, NHS, Children’s Social Care, additional free childcare sessions may be offered.
  2. Parents who are not eligible for the 30 free childcare hours per week for their child may purchase additional sessions at a cost of £18 per session. This includes the surcharge fee. The sessions will need to be agreed half termly in advance; patterns cannot then be changed until the start of the next half term. Adhoc days are not permitted. The cost of additional childcare sessions or the surcharge fee can be subsidised by registering for tax free childcare at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).
  3. If a parent loses eligibility to the 30 hours free childcare, they will receive a ‘grace period’- this means that they will be able to keep their childcare for a short period, usually to the end of the term in which they loose eligibility. Once the ‘grace period’ has lapsed, the parent will be entitled to the universal 15 hours entitlement. In addition, they may purchase additional childcare sessions for their child at a cost of £18 per session.
  4. Parents/carers should note that a place in our school Nursery does **not** guarantee a place for their child in the Rivington Reception class the following year. Applications for Reception places must be made to the Local Authority, not school.

**Tie Break -** In the event of any over- subscription in the number of applications made under any of the categories above we will offer places firstly to children aged 3 before the term of admission and whose family home is nearer to the school. The measurement shall be done in a straight line using a geographical Information System based on Local Land and Property Gazetteer data and the National Grid co-ordinates for the family home and the school. Where the tie break does not distinguish between the applicants e.g children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

**Special conditions for twins (etc) –** Where the final place in Nursery is offered to one of twins (or triplets etc) school will not apply the tie break as we will admit the other twin etc too, even if that means going above the admission number. However, it is not possible to do this where the admission would breach the staff to pupil ratio. In that situation, only one place will be offered, and the parent has to decide which child will take up the place, if any.

**Late applications –** Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the application procedure begins. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included in the initial allocation.

**Waiting List –** If a parent’s application is refused their child’s name will be kept on a waiting list until the end of the Spring term. The waiting list will be kept in criteria (not date) order. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

1. **Review** 
   1. This policy will be reviewed annually by the Governing Body in the light of any changed circumstances in our school, the local area, or national childcare policy.

Reviewed June 2025