

NURSERY ADMISSION ARRANGEMENTS FOR ASHTON WEST END NURSERY ACADEMIC YEAR 2027-2028



At Ashton West End Primary, we have a 52 place Nursery, offering 30-hour and 15-hour provision. This provision is available for 38 weeks each year during term time.

Inclusion at Ashton West End Primary

Our aim is to promote high expectations for all pupils' achievement. We are committed to providing a broad, balanced and relevant curriculum that meets the needs of all our learners. We promote an ethos of respect, and provide a safe, happy environment where cultural diversity is valued and celebrated.

Entitlement to a Nursery Education

Currently, all three- and four-year-olds can access 15 hours per week of funded childcare and education for 38 weeks of the year, regardless of the income or working status of their parent or carer. This is often described as a 'universal offer' and this entitlement applies from the term after their third birthday. As a school, we typically aim to offer places from the September before the children would begin their Reception school year— however, some places may be available for three year olds in the term after their 3rd birthday if there are places available. In addition, some 3 and 4-year-old children may be eligible for a further 15 hours free childcare (30 hours total) which is known as **extended free childcare**.

Eligibility criteria for 30 hours extended childcare & how to apply for 30 hours funding

To check if you are eligible for 30 hours childcare, please visit <https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

What to do if you are eligible for 30 hours extended childcare

If you are eligible, you will be given a code; this code must then be given to the school to reserve and retain your Nursery place. You will need to re-register every 3 months through your gov.uk childcare account and provide this unique code to the school every 3 months to maintain your Nursery place. Failure to re-register and provide the unique code to the school may result in your Nursery place being withdrawn. It usually takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.

The website is: www.gov.uk/apply-30-hours-free-childcare

Admissions to Ashton West End Primary

The responsibility for determining the admissions for Nursery age children lies with the Governing Body of Ashton West End Primary. Ashton West End Primary has 52 places available for Nursery age children aged 3 & 4.

You will be required to share your employment circumstances and complete any application forms enabling the school to receive funding. Failure to comply with this will mean that we may withdraw our offer of a place.

Admission Criteria

The school uses the following criteria when prioritising applications:

1. Children in Public Care (Looked After Children)
2. Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs
3. Age- Children who will be 3 years old by 31 March 2026 to start after 1 April 2026

Tiebreaker - Siblings and Distance

Where over subscription occurs in applying criteria 1, 2 or 3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who have a sibling in the school at the time of admission followed by applicants who live closest to the school.

Applying for a place in the Nursery

Parents can put their child's name on the waiting list for Nursery by completing the relevant form at the School Office. Parents are welcome to submit application forms as early as they wish before their child would start with us and all applications will be filed in order of receipt.

Once an application form has been received, the child will be placed on a waiting list– this does not guarantee a place in the Nursery. Places will be allocated using the admission criteria detailed in this policy. Please note that places are not offered on a first come first served basis in the first instance.

Once offered a place, you will be required to visit the school and complete the admission paperwork. Proof of address and birth certificates will be checked at this meeting– as well as proof of 30-hour eligibility if applicable.

If you are not offered a place your child will remain on the waiting list until a place becomes available.

Transition from Nursery in to Reception

Unlike admissions to Reception class, Nursery admissions are managed within school. Admissions for Reception places are managed by the local authority in line with all statutory school age admissions at Ashton West End Primary

Children who attend Ashton West End Nursery **do not have an automatic place in the Reception class** at Ashton West End.

If you have a child in the Nursery, it does not mean that older siblings will be offered a place in the main school– Nursery admissions do not support/alter/affect the statutory admissions processes for any other year group.

Parent's must apply for Reception places to Tameside Metropolitan Borough Council following the timescales/deadline dates outlined for the relevant academic year.

Additional charges

If you do not meet the 30-hour eligibility criteria and want the extended 15 hours this can be offered subject to availability and will be funded by the family at a cost of £18.18 per session (£90.90 a week for the extra hours).

A half terms notice will be required if parents wish to cancel a place, they are paying for a Ashton West End Primary. Ashton West End Primary reserves the right to charge a half terms fees should parents not provide this notice.

Places will be prioritised based on the priority order of the oversubscription.

Payment Method

Invoices for payment of the additional 15 hours childcare will issued termly in advance through School Comms. This will be set in weekly instalments unless and alternative agreement has been made.

The headteacher and governing body reserve the right to amend the frequency of invoicing.

If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent).

Payment Arrears

Any invoices not paid will become nursery fee arrears. Failure to pay arrears within 2 weeks will result in the child's additional sessions at the nursery being withdrawn.

Review

The policy will be reviewed regularly and the school reserves the right to amend the policy throughout the school year.