



# Wincham Community Primary School

## **Nursery Admissions Policy**

### **Our School Mission Statement**

Learning together for the future in a safe,  
happy and supportive community.

Wincham Community Primary School takes into account the guidance from Cheshire West and Chester Council when formulating this admissions policy.

We use the terms 'parent' and 'parents' as defined in the Education Acts to represent natural parents (married or not), any person who has parental responsibility for the child, and any person who has care of the child.

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### ***Procedures for Admission to Wincham Nursery***

The Nursery can accommodate a maximum of 26 nursery age children in each session. Sessions are available from Monday to Friday between 8.45am – 11.45am and 12.15pm – 3.15pm for the 38 weeks during which the primary school is open.

Parents who wish their child to attend the nursery must complete an [Expressions of Interest](#) form detailing the sessions they would like their child to attend and ensure it reaches the school before the given deadline. The final decision as to whether and when a child is admitted, the number of hours a child is able to attend and their pattern of attendance, rests with the Headteacher.

A child is eligible for admission to Wincham Nursery the term after their third birthday. The actual offer of a place will be dependent on places being available in the Nursery. If places are available, children can join the nursery as soon as they are 3 years old. However, full fees will be due until the following term.

Children may not remain in the nursery beyond the normal admission date for Reception classes.

**Parents should be aware that the offer of a place in the nursery does not ensure a place in the Reception class at Wincham Community Primary School – normal admission procedures, as determined and managed by Cheshire West and Chester Council, will apply for Reception class places.**

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### ***Priority for admissions***

*With regard to admissions, all children are treated equally in line with the school's [Equality Objectives Statement](#).*

The Governing Board operates a system of equal preferences under which they consider all preferences equally and allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. A 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children's Act 1989. Additional hours are available upon request via payment
2. Children with Special Educational Needs, as defined by the Education Act 1996 and are recommended for a place at Wincham Community Primary School Nursery as part of an Education Healthcare Plan (EHC) or by a healthcare professional in order to cater for those needs.
3. Children who have a sibling – elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or sisters living together as part of one household, already attending Wincham Community Primary School and who will still be attending the following year.
4. Children of members of staff will have priority where the school is oversubscribed. A staff member, regardless of role, must have been employed to work at the school for two or more years, at the time the application for admission is made.
5. Other children based on those whose registered address is closest to the Nursery. (Measured using Google Maps' Measure Distance function which measures straight line distances in km from the address point of the school to the address point of the place of residence)

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### ***Number of sessions requested***

We offer both 30 hour and 15 hour funded places at Wincham Nursery. There is an online eligibility registration for parents wishing to claim 30 funded hours. Please contact the School Office for further information.

We strongly recommend that parents take their full entitlement of hours at Wincham Nursery. Should you wish to take fewer than 15 sessions in Butterflies Nursery, please speak to the office team. We are flexible and will always do our best to accommodate any pattern of attendance to suit your child's needs.

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### ***Multiple births***

The school will treat applications from parents with twins, triplets etc as individual applications.

If only one place is available and, by using the information detailed above, one child from a set of twins, triplets etc is the next child to be offered a place, the parents will be contacted and given first refusal for the place. If they accept one place the second twin, triplet etc will automatically be the next in line to be offered a place. However, if a place is accepted for one twin, triplet etc there is no guarantee that a place will be available for the second or succeeding twin or triplet.

If the place is declined we cannot hold vacant places open and must offer it to the next eligible child in line.

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### ***Flexibility and Hours of Attendance***

The Local Authority has the responsibility to ensure that the needs of families regarding attendance at an Early Years Setting are met. This responsibility is met by ensuring that, within the locality, providers are able to meet the needs of parents.

The main purpose of Wincham Nursery is to provide high quality early years education for the children in our community.

The Governing Board has the responsibility to provide a model of attendance at our school that is in the best interests of the children in our community and financially sustainable for our school.

Staff and Governors strongly believe that the best model of attendance for children age 3 to 4 years is either 15 hours or where eligible 30 hours.

- Consistency – One of the most important aspects in supporting a child to make and maintain progress, to settle and flourish and to achieve highly.
- The best model for settling into school at the start of the child's time here, allowing them to settle quickly, feeling safe and secure.
- The best opportunity for the child to quickly become familiar with the physical environment, routines, rules and boundaries.
- The best opportunity for the child to develop good working relationships with their peers and the adults supporting them.
- The best opportunity for the child to access a curriculum planned to meet individual needs where progress can be built on daily.
- The best opportunity to achieve their full potential.

It is our strong belief that this model of attendance best meets the needs of the children in our community.

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### ***The Application Process***

Parents are encouraged to visit the school before putting in an application for a place. This gives the parent the opportunity to view the school and to ask any questions they may have about the school, admission policy or admission process. If a parent is unable to visit an admission form and information pack may be sent out by post or electronically.

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### ***Application Forms***

- An [Expression of Interest](#) form must be completed for each child applying for a place in the Nursery.
  - It is the applicant's responsibility to provide the information required to enable the school to determine admissions.
  - Help with completing the application form is available at the School Office.
  - The school can only act upon the information contained in the application form.
  - Applicants must fill in all sections of the application form.
  - It is the applicant's responsibility to inform the school of any changes to their circumstances which may affect their application. They may do this in writing, by email or by calling in to the School Office.
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### ***Timing of Applications and Admissions***

The Governing Board and the Headteacher have the responsibility to ensure that the school achieves the maximum take-up of the places in Nursery. With full regard to our Admissions Policy and Equalities Objectives, the following will apply.

- All initial expressions of interest in a nursery place should be made via the [form on the school website](#).
- At intervals (explained in the table below) the school will write to all families who have registered an interest as well as parents of existing nursery children asking them to confirm within two weeks which sessions (15 hours or 30 hours) they would like their child to attend during the following term.
- Additional sessions are available on request, so parents can access 15 funded hours and additional sessions paid directly to school. For example, 15 funded hours could be used for Monday to Wednesday, then an additional fee could be paid to school to cover the cost of staying for lunch and the Wednesday afternoon session, giving 3 full days. (Current fees are available on the Nursery section of the school website.)

<b>Nursery Term when sessions will start</b>	<b>Contact with parents</b>
Autumn	End of Spring Term (usually April)
Spring	Beginning of School Year (September)
Summer	Beginning of Spring Term (January)

- All applications received by the office will be dated on receipt.
- Once the due date for applications has passed, the admin team will allocate the nursery places with reference to the Admissions Policy.
- Written offers will then be forwarded to applicants who have been allocated places, within two weeks of the due date for return of applications.

### ***Late Applications***

- Late applications will be considered once the above procedure has been followed.
- If the Nursery is full, parents will be informed that their child has been placed on a waiting list and will be contacted if a place is turned down by another child or becomes available through a change of circumstances.
- If the Nursery is not full at the end of the admissions process, eligible children will be offered places upon application on a first come, first served basis.

### ***The Offer of Places***

The offer of a place will be made in writing to the child's parents. The school will not offer places in any other way and no guarantee of a place is made until the offer is made in writing.

### ***Notification of no place being available***

Once the application process has been completed, and acceptance of all places has been confirmed, the school will write to the parent of any eligible child who has not been offered a place. They will be informed that no place is currently available and

that their child's name has been placed on a waiting list.

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### ***Acceptance of Places***

- Written/ electronic confirmation of acceptance of a place is required by the school.
  - The offer of a place is time dependent: ten working days will be allowed for a response.
  - A deadline for responding will be included on the offer letter.
  - If no reply is received by the date of the deadline then the place will be offered to the next child on the waiting list.
  - A response received after the deadline may forfeit a place.
  - On accepting a place at Nursery, parents are making a contractual commitment, and the school will use the acceptance of a place at the school to make a financial claim to the local authority.
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### ***Withdrawing a child from the Nursery***

Parents may withdraw their child from Wincham Nursery at any time. Once an offer of a place has been accepted, parents make a commitment to use that place and the school makes a financial claim to the Local Authority. Parents **MUST** notify the school in writing (letter or email) if they wish to withdraw from the school. **A half term's notice is required.**

Early Years funding will not be available to another setting during the period claimed by Wincham Community Primary School.

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***There is no statutory right of appeal against refusals for Nursery places.***

### ***Contact Details***

Wincham Community Primary School

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Wincham

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