



Cleator Moor Nursery School



Admissions Policy

Cumbria County Council's admissions policy is followed to allocate places at nursery if we are oversubscribed. More information on the admission arrangements for maintained schools in Cumbria, including how to apply for a Nursery or Primary School place can be found here [School admissions - apply for a school place | Cumbria County Council](#)

When not oversubscribed, the following procedure will be used to allocate which sessions 3-4 year-old children attend, both for universal entitlement of 15 hours Early Education and the additional 15 hours entitlement for working parents (30 hour entitlement).

The statutory guidance for Early Education and Childcare shows the criteria for which children are eligible for extended hours, this is confirmed by HMRC.

Cleator Moor Nursery School can accommodate 40 children each morning session and 40 children each afternoon session, who are allocated into 3 to 4 key groups.

Children aged 3-4 years old become entitled to free nursery education the term following their 3rd birthday. Therefore our admission dates and deadlines are as follows

To start Nursery following 3 rd birthday in	Children born between...
April	1 January and 31 March
September	1 April and 31 August
January	1 September and 31 December

Children aged 3 to 4 may be entitled to an additional 15 hours of free early education where parents are eligible. Please go to [School Admissions - Applying for a nursery place | Cumbria County Council](#) for further information regarding Nursery places and the extended entitlement.

Some 2-year-old children are also entitled to free places. Click this link for more information [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#) and to see if you are eligible. If not contact the school office about a Nursery place for your two year old.

For children accessing the universal 15 hours free entitlement, parents are asked to identify their preferred sessions. The sessions available are:

- 5 mornings from 8:45am to 11:45am, term time only
- 5 afternoons from 12:30pm to 3:30pm, term time only

For children accessing up to 15 additional free entitlement hours, parents are asked to identify the additional hours they require:

- Parents are given options to choose from and will identify the sessions they need, up to an additional 15 hours per week (term time only). Where possible parents will be offered the hours

they require. If sessions are full parents will be offered alternative hours and will be placed on a waiting list for the hours of their choice.

- Any parent who requires over 15 additional hours per week, will have the option to purchase extra hours
- Parents will sign up for these sessions on a termly basis
- Eligibility will be checked each half term
- If parents' circumstances change and they are no longer eligible to receive the additional free entitlement, these additional hours will be removed in accordance with the statutory guidance for Early Education and Childcare. They will then revert back to their original universal 15 hours free entitlement
- If parents' circumstances change and they are eligible to receive the additional free entitlement, these additional hours will be allocated before new applications are considered. These hours will begin the next academic term
- Cleator Moor Nursery School will allocate additional hours in the order that Cumbria County Council application forms are received
- Cleator Moor Nursery School will hold waiting lists for parents who cannot access the sessions they require

For children whose families do not meet the criteria for additional hours:

- Parents can request additional hours to extend their universal entitlement
- There is a charge for these sessions of £5 per hour
- This request will only be allocated if there is space in the sessions

Admissions for 2 Year-Old Places

Cleator Moor Nursery School follows Cumbria County Council's policy for allocation of 15 hours per week free entitlement for 2 year-old children.

Cumbria County Council checks parents' eligibility for this free entitlement and contacts Cleator Moor Nursery School to see if space is available.

Children are allocated a place following notification from Cumbria County Council, in the order in which the requests are received.

Additional spaces are allocated to parents who pay for their two year old place. The hours are charged at £5.50 per hour and are allocated if space and hours requested are available. Parents must agree to take these hours for the whole term.

- Cleator Moor Nursery School will hold waiting lists for parents who cannot access the sessions they require

Cleator Moor Nursery School can accommodate up to 16 children per session.

The session times are Monday to Friday from 8:30am to 11:30am, term time only.

Adopted by the Governing Body of Cleator Moor Nursery School.

On ...**16th March 2023**..... To be reviewed annually.

Chair of Governors**Des Morris**.....