



Perseverance Respect Honesty Friendship

Nursery Admissions Policy

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I Criteria for admission

All 3 year olds in Trafford LA are entitled to free nursery provision for 3 hours a day or the equivalent of 15 hours a week, in line with Local Authority guidance. Working parents may also be entitled to an additional 15 hours per week which is known as '30 Hours Free Childcare'. Children will be admitted to our Nursery in the September if they are aged 3 on or before 31st August.

If places are oversubscribed they will be allocated in the following order as agreed by the Governing Body of Brooklands Primary School:

1. Looked After Children and all previously Looked After Children. 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 (as defined in Section 22(1) of the Children Act 1989). Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children who live in the catchment area of the school who will have a sibling attending Brooklands Primary School (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit). Places will be initially allocated in February to children, who at the time of application, have a sibling in Reception to Year 5. Once reception places have been allocated and confirmed by Trafford Local Authority in May, a 'new' Reception child will then be classed as a sibling should there be any places remaining.
3. Children who live in the catchment area of the school.
4. Children, who live outside the catchment area of the school, with a sibling attending Brooklands Primary School at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
5. Children who live nearest to the school, calculated in a direct straight line from the child's permanent place of residence to the school

2 Type of place

School can accommodate up to the equivalent of 26 full time places, based on the following options:

- a. 5 full days a week (full days run from 08:45 to 15:25)
- b. 2.5 days (Monday – full day, Tuesday – full day, Wednesday morning)
- c. 2.5 days (Wednesday afternoon, Thursday – full day, Friday – full day)

Subject to availability, school may be able to offer additional hours to attend more than 2.5 days but less than full time. Parents/carers should make contact with the school office via email on completion of the application form to register interest in additional hours.

3 Associated costs

Cost of full time places

A full time place is 32 hours 55minutes per week (6 hours and 35 minutes per day). A full time place and with eligibility for 30 hours funding from the local authority costs £30 per week (to cover the additional 2 hours and 55 minutes). A full time place with eligibility for 15 hours funding costs £110 per week (to cover the additional 17 hours and 55 minutes)

If parents/carers opt for their child to have a school meal, the cost of a full time place with eligibility for 30 hours funding from the local authority is £42.50 per week. A full time place with eligibility for 15 hours funding and a school meal costs £122.50 per week.

Cost of part time places

If you wish to book a part time place, it equates to 6hrs and 35 minutes per day. The additional 35 minutes per day is costed at £6 (£12 per week) or £8.50

Place options and costs are summarised in the table below:

Option	No of days	No of hours	Cost with 15 hours funding	Cost including school meal with £15 hours funding	Cost with 30 hours funding	Cost including school meal with 30 hours funding
A	Mon – Fri (full days – 08:45 – 15:25)	32 hrs 55 mins	£110 per week per child	£122.50 per week per child	£30 per week per child	£42.50 per week per child
B	Mon – Weds 11:45 (2.5 days)	16 hrs 10 mins	£12 per week per child	£17 per week per child	£12 per week per child	£17 per week per child
C	Weds 12:25 – Fri (2.5 days)	16 hrs 10 mins	£12 per week per child	£17 per week per child	£12 per week per child	£17 per week per child

4 Eligibility for funding

Eligibility for 15 hours' free childcare for three and four-year-olds

All children in England receive 570 hours' free childcare per year. These hours are usually taken as 15 hours a week for 38 weeks of the year, but parents may choose to take more hours over fewer weeks. The 15 hours' free childcare is available from the term following a child's third birthday.

Eligibility for 30 hours free childcare extended entitlement

Parents of three and four-year-olds must meet the eligibility criteria below to be eligible for the extended 30 hours' free childcare:

- The parent of the child (and their partner where applicable) is seeking the free childcare to enable them to work.
- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage – this funding limit does not apply if a parent is self-employed and started their business less than 12 months ago.

Parents should check their eligibility for the scheme by using the government’s Childcare Choices website (<https://www.childcarechoices.gov.uk/>) or the Childcare Calculator (<https://www.gov.uk/childcare-calculator>). If parents are eligible, they will be directed to the digital childcare service to apply.

5 How to apply

Applications are made via the school website by following the link on the ‘Admission Arrangements’ page. All applications are kept by the school office. Completion of the form does not constitute a guarantee of a place (see ‘Criteria for Admission’). Proof of address should be provided at the time of application via email to the school office. Acceptable forms of proof include utility bill, council tax bill or bank statement.

6 Deadline for application

The deadline for applications for a September start is the 15th January of that year (e.g. for a September 2026 start, the deadline is 15th January 2026). Late applications will be considered once the allocation process has been completed should there be any remaining places in Nursery.

7 Confirmation of Place

Parents/carers will be informed of an offer of a place on a date agreed amongst local Nurseries. This is usually at the beginning of the February half term holiday, but may change when agreed by Trafford Primary Head teachers. Parents/carers must reply to the correspondence to confirm whether or not they are accepting the place offered.

8 In-Year Nursery admissions

Decisions regarding in-year admissions to the Nursery will be made by the Headteacher based on availability of places and will follow the same admissions criteria listed in Section I.

9 Reception admissions

If a child is allocated a Nursery place, this is no guarantee of a Reception place. This may apply even if the child has a sibling already at the school. Applications for Reception are not processed by schools and must be made to the residing local authority via the application portal - <https://parentportal.trafford.gov.uk/web/portal/pages/home>

The annual deadline for applications will be similar to that listed above for Nursery applications.

Additional guidance can be found by visiting

<https://www.trafford.gov.uk/residents/schools/school-admissions/composite-prospectus/Primary/Introduction.aspx>