



**THE HARMONY TRUST**  
**Richmond Academy**

Richmond Academy  
Winterbottom Street, Oldham, OL9 6HY  
Tel: 0161 260 0610 Email: [Info@richmond.theharmonytrust.org](mailto:Info@richmond.theharmonytrust.org)



**Richmond Academy Pre-School and Nursery Admissions Policy 2023**

**(Updated September 2023)**

**At Richmond Academy we provide Pre-School and Nursery provision where applications for admissions are managed by the school office.**

**We offer 15 hour placements with either morning or afternoon places. The school also offers 'The Extended Free Childcare Offer (30 hours) for those parents who are eligible plus a limited number of full time placements.**

**For further information and to register your child for Pre-School or Nursery, please contact the school office using the information above or call in to the school office and speak to a member of our admin team.**

**Rationale**

We believe that all young children should have an equal opportunity to access high quality, Early Years Education.

To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places at Richmond Academy Pre-School and Nursery.

**Aims**

- To have a fair and consistent process for allocating places
- To ensure all applicants are equally valued

**Guidelines**

**Priority for allocating places will be as follows:**

1. The academy will admit any pupils with an Education, Health and Care plan naming the academy.
2. Looked After Child, Children with CP, Children with SEN and Fair Access Children
3. Children who have siblings who currently attend Richmond Academy
4. Children who live closest to Richmond Academy, who do not have siblings who attend the Academy



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## Places

**Free Universal entitlement (Nursery)** - 15 hours per week, term time only, available from the term after the child's third birthday

- Parents can register their child for a Nursery place at the school office any time after their child has turned two years of age
- Parents will need to bring in valid ID for the child to register their place at the school office
- All registrations will be considered and places offered to children following the criteria in the admissions policy
- Children who are three will be offered 15 hours of nursery education, term time only, subject to availability from the term after their third birthday (September, January and April)
- Usually parents will be notified of their child's nursery school place in July for a September start; December for a January start and March for an April start
- Places will be filled across the year if available, in line with the admissions policy
- We offer a morning or afternoon session, Monday- Friday, term time only. Morning sessions are 8.45 am- 11.45am and afternoon sessions are 12.30pm-3.30pm
- Richmond Academy will try to accommodate all requests for parents' session preference, but there may be times when it is necessary to offer an alternative
- Parents of Nursery children will be reminded of the need to apply for a place in Reception during the autumn term. The Harmony Trust is the admission authority for Richmond Academy. Further details are available online via our school website: [https://www.richmond.theharmonytrust.org/serve\\_file/1006301](https://www.richmond.theharmonytrust.org/serve_file/1006301)
- **Please note: A place at Richmond Academy Nursery does not guarantee a place in Reception at this Academy**



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**Free Extended Entitlement (Nursery)** - 30 hours per week, term time only for families who meet the criteria

**Eligibility criteria for a 30 hour place:**

- Children will be aged 3 or 4 by the 31<sup>st</sup> August
- Both parents must be working- or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/ both parent(s) is away on leave (parental, maternal etc.) or one/ both parent(s) is on Statutory Sick Pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/ or disability; is a foster carer with their own three- and four-year-old children
- To register for a 30 hours Nursery place parents must register on-line at <https://www.gov.uk/apply-30-hours-free-childcare>
- Extended entitlement sessions will be offered as follows: Monday - Friday 8.45am-3.30pm
- School meals are available at a cost of £2.75 per day payable in advance via Parent Pay. Alternatively children may be provided with a healthy packed lunch each day which must be brought into school at the start of the morning session.
- Only a valid 30 hour code will guarantee the funding of the extended 15 hours under this entitlement and it is the **parent(s)/ carer(s) responsibility** to provide this. Parents will be asked to renew their 30 hours code every 3 months. The school will **not hold a place** for a child whose parent/ carer is still **'applying' or 'reapplying' or has lost their eligibility code**
- HMRC prompts parents by email or text 4 weeks and then 2 weeks before to renew their 30 hours code if they have not reconfirmed their eligibility
- If a 30 hours code cannot be renewed, or the parent chooses not to renew the code, after 3 months the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the school.



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- Ineligibility and end of grace period is outlined below:

Date 30 hours code becomes ineligible	End of grace period & funding of the extended free hours
1 <sup>st</sup> September to 21 <sup>st</sup> October	31 <sup>st</sup> December
22 <sup>nd</sup> October to 31 <sup>st</sup> December	31 <sup>st</sup> March
1 <sup>st</sup> January to 10 <sup>th</sup> February	31 <sup>st</sup> March
11 <sup>th</sup> February to 31 <sup>st</sup> March	31 <sup>st</sup> August
1 <sup>st</sup> April to 26 <sup>th</sup> May	31 <sup>st</sup> August
27 <sup>th</sup> May to 31 <sup>st</sup> August	31 <sup>st</sup> December

- When the grace period lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/ renewed a further 30 hours place can be refused
- The financial sustainability of the Academy is essential and therefore we reserve the right to fill any vacant places

### **Full time Nursery provision**

Where numbers allow, the academy may be able to offer a limited number of full-time places to parents. The criteria for these places follow the admissions policy.

#### **Priority for allocating places will be as follows:**

1. The academy will admit any pupils with an Education, Health and Care plan naming the academy.
2. Looked After Child, Children with CP, Children with SEN and Fair Access Children
3. Children who have siblings who currently attend Richmond Academy
4. Children who have attended the academy's Pre-School provision for three terms
5. Children who live closest to Richmond Academy, who do not have siblings who attend the Academy

Our full-time nursery children who attend all day will move into the Reception classrooms and have lunch in the main school hall. It is imperative that they are both socially and academically ready for this. This will be kept under constant review throughout the year but may limit the number of children able to attend full time provision.

In the first instance, we will offer it to the children who have attended the academy's Pre-School provision for three terms.



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**Early Education for eligible children aged 2-** targeted offer for the most vulnerable 2 year old children, whose families meet the criteria. Available from the term after the child's 2<sup>nd</sup> birthday. This is a term time provision with intakes at September, January and April.

**Eligibility criteria for a 2 year old place**

**You receive:**

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- tax credits and you have an income of £16,190 or less a year, before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance
- they've left care under a special guardianship order, child arrangements order or adoption order

Parents/ carers of children who wish to access a free 2 year old place should apply to the Local Authority at: [https://www.oldham.gov.uk/info/200788/free\\_early\\_education/1226/free\\_early\\_education\\_for\\_2\\_year\\_olds](https://www.oldham.gov.uk/info/200788/free_early_education/1226/free_early_education_for_2_year_olds)

- Once the Local Authority has confirmed eligibility, parents will receive a code which they can then use to register their child at the school office
- Once parents have received their funding code, which is usually 3 months before the child turns two, they can register at the school office for a place in Pre-School
- Usually parents will be notified of their child's Pre-School place in July for a September start; December for a January start and March for an April start



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- We offer a morning or afternoon session, Monday- Friday, term time only. Morning sessions are 8.45 am- 11.45am and Afternoon sessions are 12.30pm-3.30pm
- Richmond Academy will try to accommodate all requests for parents' session preference, but there may be times when it is necessary to offer an alternative

**Nursery and Pre-School start dates**

- Children's start dates will take into account our settling in procedures which have been developed to ensure all children are feeling safe and happy to be left, have developed a relationship with their key person and are able to play alongside other children and access their learning environment
- **It may be necessary in some cases to offer a reduced placement in the first instance to ensure an effective transition into school.**

**Children who do not attend and have been off for an extended period**

- When a child has not attended school for 20 or more school days, the decision may be made to remove the child from the Academy's roll. This decision may be made to allow for children on the waiting list to be able to attend the Academy
- Children are only taken off roll in agreement with the Principal
- If a child is taken off the Academy's roll, they may not be able to attend the academy in the future and alternative school placement will be made by Oldham Council.