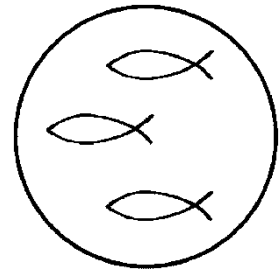


# ALTRINCHAM C. E. AIDED PRIMARY SCHOOL



Townfield Road  
Altrincham  
Cheshire WA14 4DS  
TEL / FAX: 0161 928 7288

Head teacher: Mr Jim Inglis



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Dear Parent

I am delighted that you have expressed an interest in the nursery class in our school. The information contained in this folder provides an introduction to the admissions process, and the flexible entitlement that we offer.

I hope the information provided helps to answer some of the questions that you might ask.

Enclosed in this pack is a form on which you can indicate your preference for your Free Entitlement of 30 or 15 hours per week plus any additional hours which you may require. There will be a charge of £17.50 per each additional 3 hour session (further information attached, this charge may be subject to change and includes a top up fee of £1.50 per session).

If you are entitled to the full 30 hours funding per week please also indicate this on the form.

Please note that it is your responsibility to claim your Free Entitlement hours through Trafford Council and this entitlement must be reconfirmed by yourselves every 3-months. To apply for this additional funding please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Your eligibility code must be provided to school to ensure that you are invoiced correctly for your Nursery place.

The School Governors will allocate nursery places as follows and in the order as below:

- Up to 30 hours will be offered initially to any applicants wishing to take up a **full-time** place at Nursery. This will include anyone who is entitled to the 30-hours funding or anyone claiming for 15-hours free entitlement and wishing to increase their allocation to a full-time place.
- Up to 15 hours free entitlement will be offered to all nursery applicants, where possible up to a maximum 26 children per session.
- Additional 3 hour sessions above the 15 hours free entitlement will be allocated in line with the School Admission Policy over subscription criteria.
- The closing date for applications is Friday 26<sup>th</sup> January 2018.
- Places will be allocated in the first instance, and subject to availability, to those families whose application has been received in the school office by the closing date and in line with the above order.
- Applications received after the closing date will be considered and places offered subject to availability.

Yours sincerely

Mr Jim Inglis  
Head Teacher.

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## Information Sheet

### What are the arrangements for September 2018?

- From September 2018 your free nursery education entitlement will be 30 (subject to providing us with an eligibility code) or 15 hours per week with the added option of using the entitlement flexibly.
- The flexible entitlement will enable you to vary the times and days when you “spend” your hours, and will also enable you to split the hours between more than one provider (i.e. our school and another establishment).
- The Government is defining “flexible” as meaning that a parent may use their 15 hour entitlement in any combination of hours over a minimum of three and maximum of five days per week between the core hours of 9.00 am – 3.30 pm subject to “reasonable” parental demand, and our school’s ability to meet such demand. It has to be financially viable for the school to offer the service and there has to be enough parents / children wishing a service at a particular time to make this a reasonable demand. The Governors at Altrincham C. E. Primary School see as reasonable blocks of at least 3 hours (morning or afternoon) as one session.
- For example, at Altrincham C. E. Primary School you might choose to use these 15 hours from 9.00 am – 12 noon everyday (Mon – Fri) or you might choose 9.00 am – 3.30 pm (to include the 30 minute lunch break) two days per week and 9 am-12 noon on a third day.
- In addition to the free entitlement, parents can if they wish pay for additional 3 hour sessions in school. **Each 3 hour session costs £17.50. (This charge may be subject to change and includes a top up fee of £1.50.)**
- In addition to the free entitlement, parents will be charged a top up fee of £1.50 per session.
- If you choose for your child to attend Nursery for a full-day (09.00am to 3.30pm) then there will be a charge of £1.00 for the additional 30-mins cover over the lunch period. This charge is made in addition to your free entitlement.
- Payment for additional sessions and top up fees will be invoiced termly (dependent on the number of days in each term), and can either be paid weekly or in advance for the whole term or half term.
- Parents can pay the additional fees using the Child Care Voucher Scheme. Details are available from the School Office.
- All parents wishing their child to attend our nursery will be asked to sign a contract before the start of the year.
- Please indicate on the attached sheets how you would like to use your free 30/15 hours, and the number of paid sessions required if you are not entitled to the full 30-hours funding (subject to availability).

## Nursery Admission 2018

Child's Name \_\_\_\_\_

### Nursery Sessions Free Entitlement – up to 30/15 hours

Please indicate your preferences by ticking the appropriate session(s). Each nursery session is for 3 hours, and can accommodate only 26 children.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Morning Session</b> 9.00 a.m. – 12.00 a.m.					
<b>Afternoon Session</b> 12.30 a.m. – 3.30 p.m.					

### Additional Nursery Sessions – up to 15 hours

Each 3 hour session costs £16.00 plus an additional £1.50 top up fee.

Please indicate your preferences by ticking the appropriate session(s). Each nursery session is for 3 hours, and can accommodate only 26 children.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Morning Session</b> 9.00 a.m.-12.00 a.m.					
<b>Afternoon Session</b> 12.30 a.m. -3.30 p.m.					

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**ALTRINCHAM CHURCH OF ENGLAND AIDED SCHOOL.**  
**NURSERY SCHOOL APPLICATION FORM**

**MISSION STATEMENT**

***“To work in partnership with parents and churches to nurture children in the Christian faith and to provide them with the best possible educational opportunities.”***

**This church school is an integral part of the total worshipping life of the two parish churches. The whole ethos of the school is based on Christian teachings as understood by the Church of England.**

Please read the Admissions Policy carefully before completing the form. The information which you supply on this form will be treated as confidential to the Governors and the school. It will not be shared with any other school or outside body without your permission, except that it will be supplied to the Independent Admissions Appeals Tribunal in the event of an appeal being lodged.

**Name of child** ..... **Date of Birth**.....

**Address:** .....

..... **Telephone number**.....

**Name of parent(s) or guardian:** . . . . .

**Address of parent(s) if different from above:** . . . . .

The address should be the place where the child is "normally and permanently resident".

**Please indicate (by a cross) which of the following criteria, as stated on the School's Admission Policy, you wish to have considered by the School Governors.**

<b><u>Criteria</u></b>	<b>X</b>
<b>1.</b> Looked after child / child in Public Care.	
<b>2.</b> Child who will have an older sibling in the school at the time of the child's admission, and whose parents <b>regularly worship</b> ( attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George or St. Margaret. This is to be confirmed with a clergy signature below.  The above named parent regularly worships (attends at least two morning services each month) at .....Church  Supporting Clergy Signature.....Date.....	
<b>3.</b> Child whose parents <b>regularly worship</b> ( attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George or St. Margaret. This is to be confirmed with a clergy signature below.  The above named parent regularly worships (attends at least two morning services each month) at .....Church  Supporting Clergy Signature.....Date.....	
<b>4.</b> Child who will have an older sibling in the school at the time of the child's admission.	
<b>5.</b> Child who lives within the parish boundaries of the Altrincham churches of St. George or St. Margaret. A map showing the boundaries of the two parishes is available from the school.	
<b>6.</b> Child not coming under categories 1 – 5	
<b>Parent signature</b> ..... <b>Date</b> .....	