Nursery Admissions (3 - 4 years)

Welcome to Our Nursery

We are delighted that you are considering our nursery as the first step in your child's learning journey. Our school based nursery provides a safe, nurturing and stimulating environment where children can play, explore and develop a love of learning. As part of the wider school community, children benefit from excellent early years provision, experienced staff and strong transition links into Reception.

At Kippax Greenfield Primary School, we offer 3 - 4 year old Nursery provision for 15 and 30 hours depending on your needs and eligibility.

Who Can Apply?

We welcome applications for children aged 3 and 4 years old.

- Children can start nursery in the term after their third birthday (September, January, or April).
- Places are offered in line with our Nursery Admissions Criteria (see below).

Nursery Admissions Criteria

Where the number of applications exceeds the number of places available, the following oversubscription criteria will apply in order of priority:

1. Children eligible for Free School Meals (FSM)
    - Priority will be given to children from families who are currently eligible for Free School Meals.
2. Looked After Children and Previously Looked After Children
    - Children who are in the care of a local authority or who were previously looked after but ceased to be so because they were adopted, became subject to a child arrangements order, or a special guardianship order.

3. Children with Special Educational Needs and/or Disabilities (SEND)
    - Children with an Education, Health and Care Plan (EHCP) which names the school will be admitted.
4. Children with a Sibling at the School
    - Children who have a brother or sister attending the school (Reception – Year 6) at the time of admission.
5. Children of Staff
    - Children of staff employed at the school, where the staff member has been employed for two or more years or has been recruited to fill a post where there is a demonstrable skills shortage.
6. Proximity to the School
    - Children living closest to the school, measured in a straight line from the home address to the main school gate.

Tie-Breaker

If two or more applicants meet the same criterion and there are not enough places to admit all children, distance from the school will be used as a tie-breaker.

Waiting List

If the nursery is oversubscribed, a waiting list will be maintained in line with the criteria above.

Important Note

A place in the nursery does not guarantee a place in the school's Reception class. Parents must apply separately through the Local Authority for Reception admissions.

Session Times and Hours

We offer both 15 hours universal entitlement and 30 hours extended entitlement (for eligible families).

- Monday, Tuesday full days (8.45am -3.15pm) and Wednesday morning until 12pm.
- Wednesday from 12.30pm, Thursday and Friday full days (8.45am - 3.15pm).
- Full day session (30 hours): Monday to Friday full days 8:45am – 3:15pm (with lunch break).

- We also offer an extra half day session at the cost of £15.00 which is payable in advance via Arbor. These extra paid sessions are only available subject to availability.

Wraparound care (breakfast and after-school club) is also available. Please contact the school office for details.

Funding and Fees

- All children are entitled to 15 hours of free nursery provision per week.
- Eligible families may also access up to 30 hours of free childcare.
- Additional hours may be available at an additional cost subject to availability.

For more information on childcare funding, visit Childcare Choices and gov.uk.

How to Apply

1. Complete an application form and an FEE form (please collect from the school office).
2. Return your completed forms to the school office.
3. Offers of places will be sent out in line with our admissions timetable (see key dates below).

Key Dates

- Nursery applications are welcomed all year round.
- We strongly advise that you book a visit to our Nursery before making an application. You can do this by contacting the school office.

Settling Into Nursery

We understand that starting Nursery is a big step for children (and parents too!). To support this transition we offer:

- A home visit before your child starts.
- Stay and play sessions before your child starts.

- A meeting with the school SENCO (if you need to share any specific information about your child in regards to Special Educational Needs and Disabilities.
- A gentle staggered start to help children settle.
- A named key person (Family Group Leader) who will get to know your child and support their learning and wellbeing.

Policies & Information

- Visit our school website for our safeguarding policy, SEND information and latest Ofsted report.

Contact Us

If you have any questions about nursery admissions, please contact the school office or email:

📧 kgpsoffice@brigshawtrust.com

📞 0113 2876 195

We look forward to welcoming your child to our nursery!

Nursery Admissions
Frequently Asked Questions (FAQs)

1. What age does my child need to be to start nursery?

Your child will start in the term after their third birthday (September, January, or April).

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2. Do children need to be toilet trained before starting?

We encourage children to be toilet trained before joining nursery, but we understand that every child develops at their own pace. Staff are experienced in supporting children with this stage and will work closely with parents. More supporting information for toilet training can be found here: ERIC charity

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3. Do children wear a uniform?

Yes – children in our nursery wear a school uniform to help them feel part of the school community. Full details are available on our Uniform page.

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4. Will my child get a place in Reception automatically after attending nursery?

A place in our nursery does not guarantee a place in our Reception class. Parents must apply separately for a school place through the Local Authority's admissions process.

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5. What if my child has additional needs?

We welcome all children and are committed to inclusion. Our SENDCo (Special Educational Needs and Disabilities Coordinator) works closely with families to ensure that children with additional needs receive the right support. If you would like to make an appointment with our SENCO Mrs Falkingham please email kgpsoffice@brigshawtrust.com

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6. What does a typical nursery day look like?

Children enjoy a balance of free play, outdoor learning, small-group activities, story time and creative exploration. Snack times are provided, and full-day children have a lunch break.

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7. Can I visit the nursery before applying?

Yes we warmly welcome and encourage you to visit us before applying. We hold open days and also offer individual tours. Please contact the school office to arrange a visit, we would love to meet you.

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8. What happens if I'm late to pick up my child?

We understand that emergencies happen. Please contact the school office if you are delayed. Persistent lateness may incur charges for wraparound care.

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9. Is there a cost for lunch or extra hours?

- The 15 hours of universal funding is free.
- Additional hours beyond your entitlement may be chargeable. Please see our nursery fees information or contact the office for more information.

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10. Who can I contact if I have more questions?

Our School Office Team is happy to help with any queries.

📧 kgpsoffice@brigshawtrust.com | 📞 0113 2876 195