

CHARNWOOD TRUST NURSERY ADMISSIONS POLICY

Date Last Reviewed: January 2026	Date of Next Review: January 2027
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Charnwood Nursery is run by an independent Christian Trust and is a registered Charity under the name The Charnwood Trust.

We provide inclusive nursery education, with most places allocated following a direct parental application to Charnwood. If you have any concerns about your child's development, or if you are working with any professionals, please inform us as soon as possible. You can share this information in your application or during your visit to the nursery. This helps us ensure we create the best possible environment for your child to thrive.

We also provide a certain number of resourced places for children with Special Educational Needs and Disabilities that are purchased by Stockport Local Authority. Due to capacity, these are applied for via Stockport Local Authority and allocated to us.

Charnwood operates on a term-time-only basis, aligning with the term dates set by Stockport Council. Our main intake is in September; however, subject to availability, we may offer additional places with start dates of January or April.

We are a pre-school setting for children between the ages of 2-5 with priority places going to children aged 3 and 4. However, we do offer some availability for children who are 2 years old, these places are prioritised as stated below in the factor list.

Criteria for Admissions

Our criteria for admissions from the applications received are based on the following three factors, all of which are considered in allocating priority for admission, but none of which guarantees a place. Charnwood retains the right to use discretion to respond to individual and exceptional circumstances, such as being a looked after or adopted child, whilst ensuring we create and maintain an inclusive nursery setting which enables and enhances each child's learning.

Looked-after children are given the highest priority for available places, in line with statutory guidance.

FACTOR 1: DATE OF BIRTH

To ensure our setting is accessible to as many children as possible, we prioritise places for pre-school children, (age 3-4) with a limited number of spaces available for 2-year-olds.

FACTOR 2: SIBLINGS

Children who have a sibling who has recently attended or who is currently attending Charnwood.

FACTOR 3: OPPORTUNITY GROUP ATTENDANCE

Children who already attend our stay and play group will be given priority over applicants who are not yet known to us.

Session Options

In order to provide the best possible educational experience for the children we will continue our practice of offering the funded 15 hour sessions as core hours either as 2½ days at the beginning or end of the week. The Extended Free Entitlement is offered as 30 core hours over 5 days per week, during term time.

In addition, parents can opt into Breakfast Club or After School Club to further extend the nursery day subject to availability, with an additional cost.

Paying for Nursery

If you are not eligible for any government funded hours, you are required to pay for Nursery fees directly to the Nursery. Information on current fees can be accessed from the office staff.

All children become eligible for the government-funded 15-hour nursery entitlement starting from the term **after** they turn 3. This Universal funding is accessed without the requirement of a funding code.

Charnwood also offers the Extended funding for working families, providing up to 30 hours for 2 year old children, and up to 15 hours **extra** of childcare per week for eligible children from age 3, totalling 30 hours.

This is claimed with a valid funding code, which needs to be claimed directly by the parent/carer and provided before confirmation of hours. More information on funding and eligibility can be accessed at www.beststartinlife.gov.uk/childcare-early-years-education/

Please note that all funding codes will need to be provided to Charnwood before your child starts nursery. Where funding is not available (for example if your child turns 3 after their start date), we can offer payment plans to help you break down the cost of nursery fees until they are eligible for funded hours.

Applying for a Place at Charnwood Nursery

Families who are seeking a nursery place for children who are 2 - 4 years old may register an “**Expression of Interest**” at any time by telephoning (0161 442 7767) or emailing info@charnwoodnursery.org.uk

1. In late January, application forms are sent to families on our register of interest and will also be available at our Opportunity Groups.
2. Application forms will be also be available on our website or can be obtained upon request.
3. All places will be offered during the summer term ready for start dates in September.
4. For admissions throughout the year, where spaces become available, the admissions team will refer to the waiting list of registered interest.

Families who are seeking a SEND resourced place should initially contact us here at Charnwood Heaton Moor on 0161 442 7767 where we can offer you support and advice. Your portage worker can also offer advice on the resourced nursery offer.

Opportunity Group

Places at Charnwood Opportunity Groups are usually reserved for children from birth to 3-years-old, who are not yet attending Charnwood Nursery, except in exceptional circumstances.

Advice or clarification concerning any of the above can be provided via the admin team at Charnwood via email, info@charnwoodnursery.org.uk or telephone 0161 442 7767