



Colton Primary School Nursery
Admissions Policy



Introduction

Welcome to Colton Primary School Nursery. Our nursery is part Colton Primary School, which is part of Red Kite Learning Trust (RKLT), a Multi-Academy Trust (MAT) made up of 16 schools in North and West Yorkshire; serving children, young people and their families, from nursery through to sixth form.

Red Kite Learning Trust has delegated the admissions of children applying for nursery provision to the school. If you are considering sending your child to our nursery, please see the information below.

We welcome any prospective parent who would like to come and visit the nursery before applying for a place for their child. Please see the end of this document for information about how to get in touch with us.

Nursery Admissions

We have 3 intakes per year, in September, January and April provided that there are places available. [For those wishing to take up a non-funded (paid) place we can welcome children flexibly throughout the year if places are available.]

Families wishing to apply for a place must initially contact the school by emailing nurseryadmissions@cps.rklt.co.uk.

We encourage parents/carers to apply as soon as possible so your child's details can be added to our waiting lists. You will then be contacted when we can offer a place.

Applications for Funded Places (15 hour and 30 hours funded)

Please find below the dates for the application deadlines:

To start in the Autumn Term- applications by April 30th

To start in the Spring Term- applications by Nov 30th

To start in the Summer Term- applications by Feb 28th

Applications for Non-Funded Places (Paid)

Applications must be submitted one month prior to starting (if places are available)

Places and Funding for 3 and 4 Year Olds

We have a total number of **30** places for entry for 3 and 4 year olds.

All children will be eligible for 15 hours of Universal Entitlement funding for up to 38 weeks per year the term after their third birthday.

In addition to the Universal Entitlement 15 hours of government funding, some families may be entitled to claim an extra 15 hours of childcare per week bringing the total to 30 hours. This is known as Working Parent Entitlement government funding. **You can submit an application when your child reaches the age of 2 years and 36 weeks.**

[Early Years Funding for 3 and 4 Year Olds - Leeds City Council](#)

Nursery Sessions

Our nursery opening hours are from 8:45am to 3:15pm, Monday to Friday term time only. We offer a choice of options:

Option 1 - All mornings (15 hours - Monday to Friday 8:45-11:45am)

*Option 2 - All afternoons (15 hours - Monday to Friday 11.45-2.45pm or 11:45--3:15pm)**

*Option 3 - Monday to Wednesday morning (15 hours - Monday, Tuesday all day and Wednesday morning)**

*Option 4 - Wednesday afternoon to Friday (15 hours - Wednesday afternoon, Thursday and Friday all day)**

*Option 5 - Monday to Friday all day (30 hours - code required)***

There is also an option to purchase extra sessions when available at a cost of £18.00 for half a day and £32 for a full day.

**If you would like to align your child's pick-up time with a sibling in school or require a later collection, we welcome children staying until 3.15pm at a wrap-around cost of £2.75 per day, otherwise collection time will be 2:45pm for full days.*

Children can bring a packed lunch, or they can have a school dinner which will be charged at £2.65 from September 2025.

***30 hour codes must be submitted to school upon application and re-confirmed every 3 months*

Before and After School Care

Colton Kid's Club offers wraparound childcare provision for nursery children to support working parents. It is open from 7:30am until 6pm. Nursery children can attend from 7:30am until 8:45am and from 3:15pm until 6pm. Information regarding places and fees can be requested from the school office.

Allocation of places

We would look to fairly accommodate each application based on the hours requested, otherwise offering an alternative pattern at the point of application.

Allocation of places will be made on the basis of assessing the viability of the hours requested, staffing ratios within the nursery, availability of space, and funding available. Please note that we require a minimum of 15 hours per child.

We would be happy to discuss this with you upfront to assess the viability of your child's placement before you make an application.

Where more requests are received than available viable spaces, these would be reviewed against the oversubscription criteria below.

Oversubscription criteria

When the nursery is oversubscribed, following discussions of the viability of hours requested, priority for admission will be given to those children who meet the criteria set out below, in priority order:

Priority Group 1

Looked after children and all previously looked after children.

A previously looked after child is any child who was previously looked after but stopped being so because they were adopted, including children who appear to the admission authority to have been in state care outside of England and cease to be in state care as a result of being adopted, became subject to a special guardianship order or became subject to a child arrangements order (see note 1).

Priority Group 2

Children who have special educational needs, or have exceptional medical, mobility or social needs, which can only be met at the Colton Primary School Nursery (see note 2).

Priority Group 3

Children of parents who have a 30-hour code (see note 3).

Priority Group 4

*Children who have a parent/carers employed by **Red Kite Learning Trust at Colton Primary School** (see note 4).*

Priority Group 5

Children who will have a sibling attending the nursery or the main school at the time of admission (see note 5)

Priority Group 6

Children who will turn 4 first in chronological order

Priority Group 7

Children living closest to the nursery, as measured using Google maps (see note 6).

Note 1 – Priority Group 1

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

If an application is made under the priority for a previously looked after child, evidence must be submitted of the child's previously looked after status. A copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state must be sent with the application to verify this priority.

A child is regarded as being in state care outside of England, if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Note 2 – Priority Group 2

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because the school will need to assess the child as having a stronger case than other children.

If evidence is not submitted with the application, a child's medical, mobility or social needs cannot be considered.

*The supporting evidence should set out the particular medical, mobility or social reason(s) why **Colton Primary School** is the **only** nursery which can meet the child's needs and the difficulties that would be caused if the child had to attend another nursery.*

'Social need' does not include a parent's wish that a child attend the nursery because of a child's aptitude or ability or because their friends attend the nursery. 'Medical need' does not include mild medical conditions, as all nurseries are expected to be able to meet these needs.

Note 3 – Priority Group 3

We will allow up to 15 children to fall under this priority group, based on the other criteria in the oversubscription criteria above, to allow spaces for others. The Government has set out the eligibility criteria for an additional 15 hours free early education. For a 30 hours place, you will need to check your eligibility and apply for a unique code which we will require to secure your place. You can apply for the code from 16 weeks before your child's third birthday. You will need to confirm your eligibility every 3 months in order to keep your place.

You can apply over the phone or online at: <https://childcare-support.tax.service.gov.uk/>

Note 4 – Priority Group 4

In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made, and/or*
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*

Note 5 – Priority Group 5

For these purposes, siblings must be living at the same address as the child who is applying. A sibling is a pupil who shares one or more parent (whether biological, step, foster or by adoption) with the applicant.

Note 6 – Priority Group 6

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. Only one address can be used on an application for a school place. Where shared care arrangements are in place, both parents or carers must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

Waiting List

Unsuccessful applicants will have the opportunity to ask for the child's name to be added to a waiting list which will be compiled in accordance with the oversubscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be held in criteria order of this admissions policy and will close [e.g. at the end of the academic year in June]. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

Parents and carers should notify us using the contact information detailed at the end of this admissions policy if they no longer want a place at the school, in which case the child's name will be removed from the waiting list.

Notification and Acceptance of Places

We will endeavour to inform families of the outcome of their application by e-mail at least one-half term before admission. We will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria.

If an applicant is offered a place, they must confirm acceptance directly with the nursery by the date specified in their offer letter. Written confirmation of offer acceptance or rejection of a place must be addressed by e-mail to: nurseryadmissions@cps.rklt.co.uk or by recorded delivery to: Colton primary School, School Lane, Colton, Leeds, LS15 9AL

Alternatively, parents who are unable to access the internet may present in person at the school office to complete written acceptance or rejection of an offer.

Parents who do not wish to accept the offer, or do not accept the offer by the deadline, may have the place withdrawn.

There is no right to appeal against the decision not to offer your child a place at our nursery.

In-Year Applications

In-year applications are welcomed and may be submitted at any time of the year using the in-year applications form found in the link provided above. We will review the waiting list and place your child in a position related to the above criteria.

If we are unable to offer a place, this will be confirmed [e.g. by letter within 15 school days.]

Our Nursery Curriculum

The nursery curriculum is broad and balanced providing opportunities for children engage in a journey of discovery and exploration. We aim to create a happy and caring environment with exciting learning opportunities where children feel valued and can thrive to achieve their best. We follow the Early Years Foundation Stage Framework and provide for the 'Seven Key Areas of Learning' and 'Characteristics of Effective Learning' to ensure each child can develop at their own rate and can become independent, creative and confident learners. There is a good balance between teacher led learning and child-initiated play, both inside and outdoors, where children are encouraged to make choices, to express ideas, to reflect on experiences, to share thoughts, to make discoveries and solve problems, and to engage in first-hand experiences. The provision is organised into different learning areas (role-play, construction, creative, literacy, numeracy, music, sand and water) which provide rich, stimulating resources and experiences to help children work towards the Early Learning Goals. There are times when the children gather together in small groups or as a class for stories, phonics, number activities, circle time games and singing. Planned experiences often focus on a theme designed to help children develop basic skills and concepts as well as promote their knowledge and understanding of the world. They provide a flexible framework for learning that takes into account the range of abilities, skills and interests of the children. We love to tune into the children's interests and fascinations and support them develop their ideas.

Get in Touch

If you have any questions or want to get in touch with us, you can do so by contacting nurseryadmissions@cps.rklt.co.uk or by recorded delivery to: Colton primary School, School Lane, Colton, Leeds, LS15 9AL, Telephone number: 0113 264 7514

Please note that admission to our nursery does not guarantee admission to the Reception class at the school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered by the Local Authority.