

MOORGATE PRIMARY SCHOOL

EYFS Admissions Policy



Policy Co-ordinator	Mrs H Ramsden
Designated Governor	Mrs S Yates
Date Implemented	May 2023
Review Date	June 2026
Next Review Date	June 2027

This Policy relates to (see highlighted)	
1.	Creating and maintaining a safe and secure learning environment.
2.	Identifying where there are child welfare concerns and taking action.
3.	Developing children's understanding, awareness and resilience through the curriculum.
4.	Adopting safer recruitment and selection procedures which prevent unsuitable persons from gaining access to children.

**Links
(Aims and Mission Statement)**

<https://www.moorgate.bolton.sch.uk/about-us/mission-statement/>

Version Control

Current version	Previous version	Summary of changes made
May 2023		Implemented
Jan 2025		Version control added
Feb 2025		Updated to reflect EYFS policy ratified by Governor (Jan 25)
Sept 2025		Changes to 30 hours eligibility for 2 Year Olds from September 2025.
June 2026		Changes to links 30 hours eligibility criteria, Privately Funded information updates

ADMISSIONS POLICY FOR EARLY YEARS FOUNDATION STAGE (EYFS)

Applying for a Place

If you would like to apply for a 15 or 30 hours place at Moorgate Nursery or Mini-Moorgate an application form can be obtained from the school office. Once this has been completed it must be returned to school along with original documentation detailing proof of your child's date of birth (e.g. birth certificate or passport).

Upon receipt of the completed application form, your child will be placed on a waiting list in order of their date of birth and date of application and places will be allocated as they become available. The majority of our places are allocated in September, at the start of the new academic year. Therefore if your child's birthday falls on or after the 1st September a place may not be available until the following September depending on the number of children allocated places.

Prior to being offered a place, school will invite you for a 'stay and play' session, or alternatively, staff can visit you and your child at home. This is so that staff can meet your child and support their transition. We will ask for details regarding your child's development including seeing their red book, whether they are toilet trained and if they have passed their two-year-old check. This is so we can consider how best to meet your child's needs.

Please note that unfortunately securing a place at Moorgate Nursery does not automatically give your child admission to our Reception Class at Moorgate as places are allocated by the Local Authority.

ADMISSIONS TO MINI MOORGATE (FOR CHILDREN WHO ARE 2 /3 YEARS OLD)

Mini Moorgate is an Early Years setting which is part of Moorgate Primary School and is situated at Tonge Family Hub, Starkie Road, Bolton, BL2 2ED.

At Mini Moorgate we offer morning or afternoon places and 30 hours places for parents who are eligible for funding. **Unfortunately, we do not take privately funded places at Mini Moorgate.**

Mini Moorgate Session times are as follows:-

Morning Sessions (3 hours per day):	9.00am – 12.00pm	
Afternoon Sessions (3 hours per day):	12.45pm – 3.45pm	
30 Hours Place (6 hours per day):	9.00am – 3.00pm	(option for wrap around care until 3.45pm – please speak to the school office)

There are two routes to apply for 2 year old funding as follows:-

Route 1

Parents of 2 Year old children may be eligible for 15 hours free childcare if they live in England and get any of the following additional support:

- Universal Credit, and their household income is £15,400 a year or less after tax (not including benefit payments)
- They get Income Support, income-based Jobseeker's Allowance (JSA) or income-related Employment and Support Allowance (ESA)
- They get the guaranteed element of Pension Credit
- Their child has an education, health and care (EHC) plan, also known as an EHCP
- Their child gets Disability Living Allowance (DLA)
- Their child has left care under an adoption order, special guardianship order or a child arrangements order

A child is also eligible if they're in care.

To establish whether your child qualifies for a place, parents must complete an eligibility check on the Citizen portal https://ems.bolton.gov.uk/CitizenPortal_LIVE/en

This check can also be done at Moorgate Primary School or any Bolton Family Hub.

If parents are eligible, they will be given a letter detailing their child's unique reference number and the date from which they can start claiming their 2 year old childcare place. A parent declaration must also be signed which will be kept in school.

Please note that places will only be confirmed once you have successfully completed this eligibility check.

Route 2 (Working Parents)

If the parent / parents live and work in England they may be entitled to 30 hours funded childcare.

Parents can usually get funded childcare for working parents if each parent (or the sole parent in a single parent family) are:

- In work or starting a new job
- On sick leave or annual leave
- On shared parental, maternity, paternity or adoption leave
- Getting statutory neonatal care pay
- On bereaved partner paternity leave

The amount of funded childcare available depends on:

- The child's age and circumstances
- The parents income (and their partner's income, if they have one)
- The parents immigration status

Eligibility Checks for 30 Hours for Working Parents

To access 30 hours childcare for 2 year olds, parents must determine if they are eligible for the funding which is based on the criteria listed on page 4. Applications should be made through the following website:- <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>

If parents are eligible, they will receive a code that will need to be provided to school. A parent declaration must also be signed which will be kept in school.

Parents will need to reconfirm their eligibility **every three months**. This is to check that there have been no changes to your circumstances and are still entitled to the 30 hours place. Parents will be prompted by GOV.UK, via text message and/or email before their reconfirmation deadline.

Please note that we are not permitted to admit a child without confirmation that they qualify for 30 hours funding.

Please also note that a place at Mini Moorgate does not automatically secure a place at Moorgate Nursery.

ADMISSIONS TO MOORGATE NURSERY- 15 HOURS AND 30 HOURS PLACES (FOR CHILDREN WHO ARE 3 / 4 YEARS OLD)

Moorgate Nursery is located at the main Primary School on Entwistle Street. At Nursery we offer 15 hours places and 30 hours places which are funded by the Government. **Unfortunately, we do not offer privately funded places at Nursery.**

15 Hour Places

Every 3 year old child is entitled to 15 hours of free education the term after their 3rd birthday, which is funded by the Government. At Moorgate Nursery, 15 hours consist of either of a morning place or an afternoon place.

30 Hour Places

If the parent / parents live and work in England they may be entitled to 30 hours funded childcare.

Parents can usually get funded childcare for working parents if each parent (or the sole parent in a single parent family) are:

- In work or starting a new job
- On sick leave or annual leave
- On shared parental, maternity, paternity or adoption leave
- Getting statutory neonatal care pay
- On bereaved partner paternity leave

The amount of funded childcare available depends on:

- The child's age and circumstances
- The parents income (and their partner's income, if they have one)
- The parents immigration status

Nursery Session times are as follows:-

Morning Sessions (3 hours per day):	8.45am – 11.45am	
Afternoon Sessions (3 hours per day):	12.30pm – 3.30pm	
30 Hours Place (6 hours per day):	8.45am – 2.45pm	(option for wrap around care until 3.30pm – please speak to the school office)

Eligibility Checks for 30 Hours

To access 30 hours childcare for 3 / 4 years olds, parents must determine if they are eligible for the funding which is based on the criteria listed above. Applications should be made through the following website:- <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>

If you are eligible you will receive a code that you need to bring in to school so that we can confirm your eligibility. You will also be asked to sign a parent declaration which will be kept in school.

Parents will need to reconfirm their eligibility **every three months**. This is to check that there have been no changes to your circumstances and are still entitled to the 30 hours place. Parents will be prompted by GOV.UK, via text message and/or email, before their reconfirmation deadline.

Please note that we are not permitted to admit a child without confirmation that they qualify for 30 hours funding.

PRIVATELY FUNDED PLACES

Please note that we do not take fully privately funded place at either Mini Moorgate or Nursery. There is however the option to pay an additional charge for children who qualify for 30 hours to stay later to coincide with the end of the afternoon session. Costs are as follows:-

- Nursery: (2.45pm-3.30pm) £5.00 per day
- Mini Moorgate (3.00pm-3.45pm) £6.00 per day

These options have been implemented to assist parents if they have other children in different year groups at Moorgate.

ADMISSIONS FOR RECEPTION – YEAR 6

Applications for Reception-Year 6 are controlled by the Local Authority (Not Moorgate Primary). Parents can apply for places via the Bolton Council (admissions section) Citizen Portal. <https://www.bolton.gov.uk/admissions>.

Please see our separate Admissions Policy (Reception-Year 6) for more information