



**GARFORTH SCHOOL PARTNERSHIP TRUST**

**NURSERY GROUP**

## CONTENTS

<b>Information on:</b>	<b>Page</b>
Introduction to GSPT Nursery Group	2
Applications	2-3
Admissions Policy	3-4
Contact details	5
East Garforth P.S. Nursery	6-7
Green Lane P.A. Nursery	8-9
Micklefield CE Nursery	10-11
Ninelands P.S. Nursery	12-13
Strawberry Fields P.S. Nursery	14-15

# **Garforth School Partnership Trust Nurseries**

## **Introduction**

The Garforth School Partnership Trust (GSPT) primary schools at East Garforth, Green Lane, Micklefield, Ninelands and Strawberry Fields have formed a collective nursery group with a common admissions policy. This policy first took effect from December 2011 for nursery admissions in September 2012 and thereafter.

The GSPT nursery group's admissions policy has been formulated after consultation with the Early Years section of Children's Services at Leeds City Council and in accordance with the national Nursery Admissions Code.

Since September 2011 all children have the right to free nursery provision from age 3 until they start primary school, up to a maximum of 15 hours a week (570 hours per year, spread over at least 38 weeks). All parents / carers must follow the application process. Once a place has been offered at one of our nurseries, parents and nursery will need to negotiate how the hours are to be spread over the week (5 sessions). It should be noted, however, that we cannot guarantee to be able to meet all requests for every pattern of flexibility.

Should parents request children's lunches or extra nursery hours, this will incur a charge and must be arranged with the individual nursery. The charges for all five nurseries are as published in this brochure (see information on individual nurseries).

## **Applications**

Parents and carers are strongly advised to carefully read the information and advice given in this brochure and on the application form before completing their application.

Three nurseries should be entered onto the form in order of preference. It is important to take into consideration the criteria used to allocate places (see admissions policy) and to be realistic.

Applications will only be accepted through the application form, which will be available from any of the schools, online <https://sites.leedslearning.net/schools/garforthtrusthq> or from John Carr, the GSPT nurseries admissions officer. Completed application forms should be returned as specified on the form.

<p>Please note that for a start in September, applications should be received no later than the end of February. Late applications will only be considered after all on-time applications.</p>
--

The processing of all applications will be done centrally by the GSPT admissions officer. Any queries should be addressed to him (see contact details on Page 5).

All places will be allocated strictly in accordance with this admissions policy. The criteria listed in the Admissions Policy show how children are allocated places and in what order. A place at only one nursery will be offered.

Those parents who completed and returned the application form online will be notified online of the place they have been offered. Letters will be sent out to those parents who applied by post.

**Parents need to accept the offer of the place by contacting the individual nursery. Failure to accept the place could lead to the offer being withdrawn.**

**Parents / carers will also need to liaise with the nursery to agree on the sessions their child is to attend.** It is in parents' interest to do this as soon as possible.

Dates and deadlines are summarised in this table:

When to apply:	Offers of places to go out:	Deadline for accepting offer:	Deadline for agreement on sessions
End September to end February of the school year before the child is to start.	w/c 16 April	End April.	18 May

## **Admissions Policy**

If the number of applications does not exceed the number of places available, all applicants with a first preference for that nursery will be granted a place there. Should there be more applications than available places (oversubscription) at any of the GSPT nurseries, the following oversubscription criteria will be used to allocate places:

### **Criteria 1**

a) Children with special educational needs who have a Statement will be allocated a place at the nursery prioritised by the parents or carer unless the nursery is unable to meet the special needs of the child.

b) We will also allocate places to other children without a Statement who have exceptional medical or mobility needs. Applications in these categories must be supported by a letter in writing from a doctor or other relevant professional. Each case will be considered on its merits.

### **Criteria 2**

Children fostered or looked after under an arrangement made by the local authority. Also included in this group will be children who have been adopted during the twelve months preceding the submission of the application form.

**Criteria 3**

Children with brothers or sisters who will be on roll at the chosen nursery or school **at the start of the term when the applicant's child is to start**. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date. (See note 1)

**Criteria 4**

Children for whom the preferred nursery is the nearest. (See notes 2 and 3)

**Criteria 5**

Any other children.

**Tie break**

In cases of oversubscription, within each criterion remaining places available will be allocated according to distance. Therefore children living closest to a nursery will be allocated a place before those who live further away.

**Waiting lists**

Where applicable, a waiting list will be drawn up for children who have been unable to gain a place in any of the five GSPT nurseries, giving priority in accordance with the criteria of this admission policy. Any places which become available will be filled from the waiting list.

**Details and explanations****Note 1**

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

**Note 2**

The distance between home and the nursery is measured as a straight line between the centre of the nursery and the home.

**Note 3**

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same at the time the child starts nursery as the one we have on record. If there is a plan to move house, parents must still give the current address. If a child's address changes after the deadline for submission of applications, parents or carers must inform the admissions officer, John Carr, of the new address.



## East Garforth Primary School Nursery

### Essential information

Address East Garforth Primary School, Aberford Road, Garforth, Leeds, LS25 2HF  
Telephone no. 01133368642  
Email address info@eastgarforth.leeds.sch.uk  
Contact Name Mrs Attack

### Nursery sessions and times

	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>a.m.</b>	<b>8.45 – 11.45</b>	<b>8.45 – 11.45</b>	<b>8.45 – 11.45</b>	<b>8.45 – 11.45</b>	<b>8.45 – 11.45</b>
<b><u>Lunchtime session</u></b>	<b>11.45 – 12.30</b>	<b>11.45 – 12.30</b>	<b>11.45 – 12.30</b>	<b>11.45 – 12.30</b>	<b>11.45-12.30</b>
<b>p.m.</b>	<b>12.30 – 3.30</b>	<b>12.30 – 3.30</b>	<b>12.30 – 3.30</b>	<b>12.30 – 3.30</b>	<b>12.30 – 3.30</b>

### Intakes

Children can start at our nursery in September, January or April (January and April only if places available). The nursery can take 78 children, i.e. 39 at each session.

### Dates of terms and any other days when nursery closed

**Autumn term** - 3 September 2012 - 21 December 2012

w/c 3 September home visits for new starters; nursery open for existing nursery children only.  
New children start w/c 10 September.

The nursery will be closed for the half-term break from 29 October - 2 November.

It is likely the nursery will be closed for one day in December to allow for home visits.

**Spring term** - 7 January 2013 - 27 March 2013

The nursery will be closed for the half-term break from 18 February - 22 February.

It is likely the Nursery will be closed for one day in March to allow for home visits.

**Summer term** - 15 April 2013 - 23 July 2013

The nursery will be closed for the half-term break from 27 May - 31 May

The nursery will also be closed for 5 training days over the year ( to be notified).

## **Charges**

Every child is entitled to a total of 570 hours of free nursery provision each year between the start of term after their third birthday and their start at primary school.

If this total is spread over 38 weeks, the entitlement averages out at 15 hours per week.

Charges will only apply where:

Parents / carers wish to purchase extra time. Our nursery charges  
£3.50 for a 45 minute session.

(Nov 2011 – subject to possible increase from Sept 2012)

Our lunches are priced at £1.00 / day. (Nov 2011 – subject to possible increase from Sept 2012)

Children may bring their own packed lunch if preferred.

Water is available for drinks throughout the day.

Fruit snack provided free.

Carton of milk provided free.

## **Applications for places**

Please read pages 2-4 of this brochure for details of how to apply.

## **Choice of sessions**

If you are offered a place at our nursery you must contact us to accept the place and also to negotiate the sessions your child will attend.

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session.

Once an agreement is reached, a nursery – parent contract (parental declaration) must be signed by both parties.

The following flexible provision is available:

5 morning sessions

5 afternoon sessions

2 ½ days (Monday, Tuesday and Wednesday morning)

2 ½ days (Wednesday afternoon, Thursday and Friday)

## **Further information**

If you have any question about our nursery, please contact us by one of the means given at the top of the page.

Any questions about the application or allocation process should be addressed to our admissions officer, John Carr, whose details are given on page 5.

## Green Lane Primary Academy Nursery

### Essential information

Address: Ribblesdale Avenue, Garforth, LS25 2JX  
Telephone no.: 0113 336 8656  
Email address: info@glpa.org.uk  
Contact: Mrs. Tracey Rock

### Nursery sessions and times

	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>a.m.</b>	<b>8:45- 11:45</b>	<b>8:45- 11:45</b>	<b>8:45- 11:45</b>	<b>8:45- 11:45</b>	<b>8:45- 11:45</b>
<b>p.m.</b>	<b>12:15- 3:15</b>	<b>12:15- 3:15</b>	<b>12:15- 3:15</b>	<b>12:15- 3:15</b>	<b>12:15- 3:15</b>

**Morning and Afternoon places offered ONLY. No full day provision available.**

### Intakes

Children can start at our nursery in September, January or April (January and April only if places are available). The nursery can take 52 children, i.e. 26 at each session.

### Dates of terms and any other days when nursery closed

**Autumn Term** - 3<sup>rd</sup> September 2012 to 21<sup>st</sup> December.  
(Week commencing 3<sup>rd</sup> Sept. 2012 - exact start date given to parents during Summer term 2011 )

Nursery closed for half-term holiday - 29<sup>th</sup> October 2012 to 2<sup>nd</sup> November 2012  
Nursery Closed for Christmas holiday - 24<sup>th</sup> December 2012 to 4<sup>th</sup> January 2013

**Spring Term** - 7<sup>th</sup> January 2013 to 29<sup>th</sup> March 2013

Nursery closed for Half-term holiday – 18<sup>th</sup> February 2013 to 22<sup>nd</sup> February 2013.  
Nursery closed for Easter holiday – 29<sup>th</sup> March 2013 to 12<sup>th</sup> April 2013

**Summer Term** - 15<sup>th</sup> April 2013 to 22 July 2013

Nursery closed for Bank Holiday - Monday 6<sup>th</sup> May 2013

Nursery closed for Half Term holiday - 27<sup>th</sup> May 2013 to 31<sup>st</sup> May 2013  
Nursery closes for summer holiday – 23<sup>rd</sup> July 2013

The nursery will also be closed for 6 additional Training Days – dates to be notified.

## **Charges**

Every child is entitled to a total of 570 hours of free nursery provision each year between the start of term after their third birthday and their start at primary school.

If this total is spread over 38 weeks, the entitlement averages out at 15 hours per week.

Charges will only apply where:

Afternoon nursery children have an academy lunch, for which there is a charge of £1.70 (subject to change) per day. Alternatively, children may bring their own packed lunch.

Fruit snack provided free.

Carton of milk provided free.

## **Applications for places**

Please read pages 2-4 of this brochure for details of how to apply.

## **Choice of sessions**

If you are offered a place at our nursery you must contact us to accept the place and also to negotiate the sessions your child will attend.

Please note that we cannot guarantee to meet all requests as there is a limited number of children we can take in each session.

Once an agreement is reached, a nursery – parent contract (parental declaration) must be signed by both parties.

## **Further information**

If you have any question about our nursery, please contact us by one of the means given at the top of the page.

Any questions about the application or allocation process should be addressed to our admissions officer, John Carr, whose details are given on page 5.



## Micklefield C.E. (C) Primary School Nursery

### Essential information

Address Great North Road, Micklefield  
Telephone no. 01133368668  
Email address goddars02@leedslearning.net  
Contact Name Mrs. S. Goddard

### Nursery sessions and times

	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>am</b>	8.45 - 11.45	8.45 - 11.45	8.45 - 11.45	8.45 - 11.45	8.45 - 11.45
<b>pm</b>	12.15 - 3.15	12.15 - 3.15	12.15 - 3.15	12.15 - 3.15	12.15 - 3.15

### Intakes

Children can start at our nursery in September, January or April (January and April only if places available). The nursery can take 52 children, i.e. 26 each session.

### Dates of terms and any other days when nursery closed

**Autumn term** - 10 September 2012 - 21 December 2012

The nursery will be closed for the half-term break from 29 October - 2 November.

**Spring term** - 7 January 2013 - 27 March 2013

The nursery will be closed for the half-term break from 18 February - 22 February

**Summer term** - 15 April 2013 - 23 July 2013

The nursery will be closed for the half-term break from 27 May - 31 May

The nursery will also be closed for 5 training days over the year ( to be notified).

## **Charges**

Every child is entitled to a total of 570 hours of free nursery provision each year between the start of term after their third birthday and their start at primary school.

If this total is spread over 38 weeks, the entitlement averages out at 15 hours per week.

Charges will only apply where parents / carers wish to purchase extra time. Our nursery charges £11.25 per morning or afternoon session subject to available places (charge subject to possible increase from Sept 2012).

If the nursery is asked by the parents to provide a lunch for the child, there is a charge of £1.85 / day (subject to possible increase from Sept 2012).

All children are encouraged to bring a water bottle, water is available for top-ups throughout the day.

Fruit snack provided free.

Carton of milk provided free.

## **Applications for places**

Please read pages 2-4 of this brochure for details of how to apply.

## **Choice of sessions**

If you are offered a place at our nursery you must contact us to accept the place and also to negotiate the sessions your child will attend.

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session.

Once an agreement is reached, a nursery – parent contract (parental declaration) must be signed by both parties.

## **Further information**

If you have any question about our nursery, please contact us by one of the means given at the top of the page.

Any questions about the application or allocation process should be addressed to our Admissions Officer, John Carr, whose details are given on page 5.

## Ninelands Primary School Nursery

### Essential information

Address Ninelands Lane, Garforth, LS25 1NT  
Telephone no. 0113 3368678  
Email address ninelandsoffice@leedslearning.net  
Contact Mrs Manners-Vaughan (Business Manager)

### Nursery sessions and times

	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>Option A a.m.'s</b>	<b>8.45- 11.45</b>	<b>8.45- 11.45</b>	<b>8.45- 11.45</b>	<b>8.45- 11.45</b>	<b>8.45- 11.45</b>
<b>Option B p.m.'s</b>	<b>12.30- 3.30</b>	<b>12.30- 3.30</b>	<b>12.30- 3.30</b>	<b>12.30- 3.30</b>	<b>12.30- 3.30</b>
<b>Option C Beginning of the week</b>	<b>9.30 – 3.30</b>	<b>9.30- 3.30</b>	<b>9.30- 12.30 No lunch</b>		
<b>Option D End of the week</b>			<b>12.30 3.30 No lunch</b>	<b>9.30- 3.30</b>	<b>9.30- 3.30</b>

### Intakes

We have one intake in September. The nursery can take 52 children, i.e. 26 at each session.

### Dates of terms and any other days when nursery closed

**Autumn term** - 3 September 2012 - 21 December 2012

New children start w/c 10 September.

The nursery will be closed for the half-term break from 29 October - 2 November.

**Spring term** - 7 January 2013 - 27 March 2013

The nursery will be closed for the half-term break from 18 February - 22 February

**Summer term** - 15 April 2013 - 23 July 2013

The nursery will be closed for the half-term break from 27 May - 31 May

The nursery will also be closed for 5 training days over the year (to be notified).

## **Charges**

Every child is entitled to a total of 570 hours of free nursery provision each year between the start of term after their third birthday and their start at primary school.

If this total is spread over 38 weeks, the entitlement averages out at 15 hours per week.

Charges will only apply where:

Parents / carers wish to purchase extra hours childcare between the end of 'Kids Club' out of school care based in school, and the start of nursery at 9.30am. Our nursery charges are currently

£3 per extra session i.e. 8.45am – 9.30am

For full day children our lunches are currently priced at £1.80 per day. Alternatively parents may send a packed lunch.

All children have access to fruit, milk or water in every session.

## **Applications for places**

Please read pages 2-4 of this brochure for details of how to apply.

## **Choice of sessions**

If you are offered a place at our nursery you must contact us to accept the place and also to negotiate the sessions your child will attend.

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session.

Once an agreement is reached, a nursery – parent contract (parental declaration) must be signed by both parties.

## **Further information**

If you have any question about our nursery, please contact us by one of the means given at the top of the page.

Any questions about the application or allocation process should be addressed to our admissions officer, John Carr, whose details are given on page 5.

# **Strawberry Fields Primary School Nursery**

## **Essential information**

Address           Lidgett Lane, Garforth, Leeds, LS25 1LL  
Telephone no.    01133862490  
Email address    admin@strawberryfields.leeds  
Contact Name     Mrs Mason

## **Nursery sessions and times**

	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>a.m.</b>	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45
<b>Lunchtime session</b>	11.45- 12.30	11.45- 12.30	11.45- 12.30	11.45- 12.30	11.45- 12.30
<b>p.m.</b>	12.30- 3.30	12.30 – 3.30	12.30 – 3.30	12.30 – 3.30	12.30 – 3.30

## **Intakes**

Children can start at our nursery in September, January or April (January and April only if places available). The nursery can take 52 children, i.e. 26 at each session.

## **Dates of terms and any other days when nursery closed**

**Autumn term**   -   3 September 2012 - 21 December 2012

w/c 3 September home visits for new starters; nursery open for existing nursery children only.  
New children start w/c 10 September.

The nursery will be closed for the half-term break from 29 October - 2 November.

**Spring term**     -   7 January 2013 - 27 March 2013

The nursery will be closed for the half-term break from 18 February - 22 February

**Summer term**   -   15 April 2013   -   23 July 2013

The nursery will be closed for the half-term break from 27 May - 31 May

The nursery will also be closed for 5 training days over the year (to be notified).

## **Charges**

Every child is entitled to a total of 570 hours of free nursery provision each year between the start of term after their third birthday and their start at primary school.

If this total is spread over 38 weeks, the entitlement averages out at 15 hours per week.

Charges will only apply where:

- Parents / carers wish to purchase extra time. Our nursery charges £2.25 for a 45 minute session (Nov 2011 – subject to possible increase from Sept 2012). This is the maximum additional time we can provide each day.
- The nursery is asked by the parents to provide a lunch for the child. Our lunches are priced at £1.85 / day (Nov 2011 – subject to possible increase from Sept 2012).

All children are encouraged to bring a water bottle. Water is available for top-ups throughout the day.

Fruit snack provided free.

Carton of milk provided free.

## **Applications for places**

Please read pages 2-4 of this brochure for details of how to apply.

## **Choice of sessions**

If you are offered a place at our nursery you must contact us to accept the place by the end of April and also to negotiate the sessions your child will attend (deadline 18 May).

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session.

Once an agreement is reached, a nursery – parent contract (parental declaration) must be signed by both parties.

## **Further information**

If you have any question about our nursery, please contact us by one of the means given at the top of the page.

Any questions about the application or allocation process should be addressed to our admissions officer, John Carr, whose details are given on page 5.

