

Dear Parent/Carer

We are delighted that you have expressed an interest in the nursery class in our school. The information contained in this document introduces the admissions process, and the flexible entitlement that we offer.

I hope the information provided helps to answer some of the questions that you might ask.

The 'ACE Application form Nursery' is where you can indicate your preference for your Free Entitlement of 30 or 15 hours per week plus any additional hours, which you may require. There will be a charge of **£18.50** per each additional 3 hour session if you do not qualify for funding above 15-hours. **This charge may be subject to a slight annual increase.**

If you are entitled to the full 30 hours funding per week please also indicate this on the form.

Please note that it is your responsibility to claim your Free Entitlement hours through Trafford Council and this entitlement must be reconfirmed by yourselves every 3-months. To apply for this additional funding please go to <https://www.gov.uk/apply-30-hours-free-childcare>.

Your eligibility code must be provided to school to ensure that you are invoiced correctly for your Nursery place.

The School Governors will allocate nursery places as follows and in the order as below:

- Up to 30 hours will be offered initially to any applicants wishing to take up a **full-time** place at Nursery. This will include anyone who is entitled to the 30-hours funding or anyone claiming for 15-hours free entitlement and wishing to increase their allocation to a full-time place.
- Up to 15 hours free entitlement will be offered to all nursery applicants, where possible up to a maximum 26 children per session. Your 15 hours must be taken over the choices of mornings or afternoon sessions (this can no longer be taken over full-days i.e. 2.5 days a week.)
- Additional 3 hour sessions above the 15 hours free entitlement will be allocated in line with the Admission Policy over subscription criteria.
- The closing date for applications is 31st January 2026.
- Places will be allocated in the first instance, and subject to availability, to those families whose application has been received in the school office by the closing date and in line with the above order.
- Applications received after the closing date will be considered and places offered subject to availability.

Sincerely

ACE Team

Information Sheet

What are the arrangements for September 2026?

- From September 2025 your free nursery education entitlement may be 30 hours per week (subject to providing us with an eligibility code) or 15 hours per week with the added option of using the entitlement flexibly.
- At Altrincham C. E. Primary School you might choose to use these 15 hours from 9.00 am – 12 noon everyday (Mon – Fri) or you might choose 12.30 pm -15.30 pm every day (Mon-Fri).
- In addition to the free entitlement, parents can if they wish pay for additional 3 hour sessions in school. **Each 3 hour session costs £18.50.**
- If you choose for your child to attend Nursery for a full-day (08:50am to 3.20pm) then there will be a charge of **£4.00** for the additional 30-mins cover over the lunch period. This charge is made in addition to your free entitlement.
- Payment for additional sessions and top up fees will be invoiced termly (dependent on the number of days in each term), and can either be paid weekly or in advance for the whole term or half term.
- Parents can pay the additional fees using the Child Care Voucher Scheme or Tax-Free Childcare. Details are available from the School Office.
- All parents wishing their child to attend our nursery will be asked to sign a contract before the start of the year.
- Please indicate on the attached sheets how you would like to use your free 30/15 hours, and the number of paid sessions required if you are not entitled to the full 30-hours funding (subject to availability).

All charges may be subject to a slight increase before September 2026.