



## Nursery Admission Arrangements

### Responsibility for admissions to the nursery

Places in Nursery are dealt with directly by the school using the same criteria as for admissions for Reception. The responsibility for making decisions regarding nursery admissions lies with the Headteacher and Governors of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

### Age range

#### **Child's 2<sup>nd</sup> birthday falls between:**

1<sup>st</sup> April and 31<sup>st</sup> August

1<sup>st</sup> September and 31<sup>st</sup> December

1<sup>st</sup> January and 31<sup>st</sup> March

#### **Application Period**

1<sup>st</sup> July – 31<sup>st</sup> August

1<sup>st</sup> November – 31<sup>st</sup> December

1<sup>st</sup> February – 31<sup>st</sup> March

#### **A place can be accessed from:**

1<sup>st</sup> September (start of autumn term)

1<sup>st</sup> January (start of spring term)

1<sup>st</sup> April (or the start of summer term)

#### **Child's 3<sup>rd</sup> birthday falls between:**

1<sup>st</sup> April and 31<sup>st</sup> August

1<sup>st</sup> September and 31<sup>st</sup> December

1<sup>st</sup> January and 31<sup>st</sup> March

#### **A place can be accessed from:**

1<sup>st</sup> September (or the start of the autumn term)

1<sup>st</sup> January (or the start of the spring term)

1<sup>st</sup> April (or the start of the summer term)

### Applying for a place in the Nursery

Parents should apply for a nursery place by completing an application form which is available from the school office. The Headteacher will keep a list of children's names and the names and addresses of the parents who have requested a nursery place. The Headteacher will inform parents by letter when it has been possible to allocate their child a place.

### Free early education and childcare for 2 year olds

Free early education and childcare for 2 year olds can be accessed by parents/carers if:

\*the child is looked after by the Local Authority (LA) or

\*you are in receipt of certain benefits.

Please contact our School Business Manager, Mrs Smith if you think you may qualify for this.

### Free early education and childcare for 3 and 4 year olds

The nursery settings at St George's Central CE Primary School and Nursery are able to provide free part-time and 30 hours provision. Information regarding tax free childcare, 30 hours and other help with the cost of childcare can be accessed via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). 30 hours provision will be subject to the verification of an eligibility code given to parents during the 30 hours application process.

### Reception intake

All children will be considered equally for a funded early years place, regardless of whether they may eventually apply for a full-time place at our school. ***It needs to be clearly understood that a child attending our school for their nursery entitlement is not given priority into Reception.*** Parents will need to apply separately for a full-time reception place. The responsibility for admission into reception rests with the local authority as explained in St George's Central CE Primary School's admission policy.

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### **Criteria for admission into the Nursery if oversubscribed**

Admissions to nursery is based on the expression of parental preference. If there are more applications than places available the Headteacher will use the following criteria:

1. Looked after children and previously looked after children\*[a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided accommodation by a local authority in the exercise of their social services functions. Previously looked after children are who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)]
2. Children, who with their immediate families\*\* are regular worshippers at St George's Church, Tyldesley (a regular worshipper is deemed as one who attends Sunday worship on at least 12 occasions during the 12 month period prior to the closing date for applications. (A written clergy reference, or a St George's Church Tyldesley Attendance Card, is required as evidence of regular worship and must be sent with the completed supplementary information form.)
3. Children with sisters or brothers in school at the date of the child's admission; (to include full brothers and sisters, half brothers & sisters, step brothers & sisters and foster brothers/sisters who live at the same address as part of the same family unit.)
4. Children with compelling medical or social needs who live in St George's Parish\*\*\*\* (Written evidence from professional involved with the child required);
5. Children who, with their immediate families\*\* are regular worshippers at one of the other Christian churches within the boundary of St George's parish (a regular worshipper is deemed as one who attends worship on at least occasions during the 12 month period prior to the closing date for applications. (A written clergy reference, or a St George's Church Tyldesley Attendance Card, is required as evidence of regular worship and must be sent with the completed supplementary information form.)
6. Children who live within the parish of St George\*\*\*\*with priority given to those living nearest to the nursery setting (from the child's home address\*\*\*to the main door at the setting);
7. Children who live outside the parish of St George\*\*\*\*with priority given to those living nearest to the nursery setting (from the child's home address\*\*\*to the main door at the setting).

\*Applications for previously looked after children must be supported with appropriate evidence, i.e a copy of the adoption order, residence order or special guardianship order.

\*\*'Immediate family' is classed as the parent/carer/grandparent

\*\*\*Front door of the child's home address is taken as the address at which the child sleeps for the majority of the school week.

\*\*\*\*A map showing the boundary for St George's parish, and other Christian churches within it, it is available at the school office.

NB Parents are advised to complete the nursery's own Supplementary Information Form in addition to the nursery application form. If parents applying for a place under criteria (1,2,4 or 5) do not complete this additional form, the Headteacher will not be able to consider the application under these criteria.

### **Waiting List**

Once places have been allocated, if it has not been possible to offer some children a nursery place because places are all taken, we will add children's names to a waiting list if parents specifically request it. Any places that then become available will be offered from the waiting list in accordance with the nursery's criteria for admissions (see above). Places will be offered on a termly basis. Only in exceptional circumstances will children be able to start at nursery mid-term. Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place at another setting may need to be sought.

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### Transfers

Transfer from one nursery to another can only happen at the start of term unless there is a significant change of address. A transfer is dependent on a place being available.

### Right of appeal

As nursery provision is non-statutory the Headteacher's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.

Policy reviewed/adopted: November 2017

Signed: (Headteacher):



Date: November 2017

Signed: (Chair of governors):



Date: November 2017

*'Never settle for less than your best'*