

# Nursery Admission Arrangements



Nursery Admission Arrangements revisited by Mr Grogan (Headteacher) and Mrs Davies (Early Years Leader): March 2022

Nursery Admission arrangements approved by Governors: April 2022

*Theresa Taylor*

Chair of Governors

*M. Grogan*

Headteacher

Nursery Admission arrangements shared with staff and on the school website: April 2022

***'Never settle for less than your best'***

## Nursery Admission Arrangements

### Our school motto

Never settle for less than your best.

### Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

### Our Mission

St George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral and educational needs of the community of which it is part.

### Introduction

St. George's Central CE Primary School and Nursery is an above average sized voluntary aided school with two nurseries. Our Darlington Street Nursery (school site) has places for 3 and 4 year olds and our off site nursery on Lancaster Avenue has places for 2, 3 and 4 year olds.

### Responsibility for admissions to our nursery settings

Places in our Nursery settings are dealt with directly by the school using criteria similar to those for admissions to Reception. The responsibility for making decisions regarding all nursery admissions at both sites 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.

### Applying for a place at our Nursery settings

Parents/carers 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/carers who have requested a nursery place. Our Early Years leader will discuss with parents/carers the options we have in terms of our nursery provision and a place will be offered based on these discussions. The Headteacher will then confirm the offer of a nursery place to parents/carers by letter informing them of the nursery setting, days and times, that their child will be attending.

### Criteria for admission into the Nursery if oversubscribed

If places at either of our nursery settings are oversubscribed, priority is given to children:

1. Looked after by the local authority;
2. With siblings already at St George's Central CE Primary School and Nursery;
3. With parents/carers living nearest the setting.

### Nursery rates

Our current nursery rates are as follows:

2 year old hourly rate: **£5.57 per hour**

3 and 4 year old hourly rate: **£4.28 per hour**

### Information about free early education (funded places) at our Nurseries

#### Age range for free early education places at our Lancaster Avenue Nursery

**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

**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)

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### Free early education and childcare for 2 year olds at our Lancaster Avenue Nursery setting

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.

If your child is eligible for 2 year old funding you should receive a postcard from the Local Authority which we will need to see. If you have not received one but feel you are eligible, please contact our School Business Manager, Mrs Smith. Parents/carers of 2 year old children who are eligible for a 15 hours funded nursery place are able to access additional nursery hours at the current rate of **£5.57** per hour.

### Age range for free early education places at our Lancaster Avenue Nursery and our Darlington Street Nursery

#### **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)

### Free early education and childcare for 3 and 4 year olds at our Lancaster Avenue Nursery setting and Darlington Street setting

The nursery settings at St George's Central CE Primary School and Nursery are able to provide free 15 hours provision and free 30 hours provision. All children become eligible for this funding the term after they turn three. 30 hours provision will be subject to the verification of an eligibility code given to parents/carers during the 30 hours application process. Please contact our School Business Manager, Mrs Smith if you think you may qualify for this funding. Parents/carers of 3 and 4 year old children who are eligible for a 15 hours funded nursery place are able to access additional nursery hours at the current rate of **£4.28** per hour.

Information regarding all nursery funded places can be accessed via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### Non-funded Nursery places

With a non-funded place, your child can start at our Lancaster Avenue Nursery immediately after their second birthday. With a non-funded place, your child can start at our Lancaster Avenue Nursery or our Darlington Street Nursery immediately after their third birthday.

### Sessions and Fees

Once sessions have been chosen and agreed, a contract will be signed by school and parents/carers. It is at that point that the frequency of payment is agreed. All nursery fees are to be paid in cash at the school/nursery office or via our Tuscasi online system.

### Reception intake

All children will be considered equally for a nursery 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/carers 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. When offering a place at either of our nursery settings, a church card will be included to support a Reception place application as per bullet point 4 of our School Admissions Arrangements. Please click the link to view the Admission Arrangements section of the school website: <https://www.saintgeorgescentral.wigan.sch.uk/admission.html>

### Waiting List

Once places have been allocated, if it has not been possible to offer some children a nursery place, we will add children's names to a waiting list. Any places that then become available will be offered from the waiting list in accordance with the nursery's criteria for admissions (see above). Parents/carers 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. Children on this waiting list will then be subsequently considered for a nursery place along with any other eligible children.

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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.

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