



Nursery Admissions Policy 2022-23

This policy was updated in March 2022 and adopted by the Full Governing Body on

Signed (Head teacher)

Signed (Chair of Governors/Committee)

This policy is due for review in July 2023.

PURPOSE

To provide a clear statement of admission criteria to Nursery, notes and guidance which will be used to allocate places and which comply with local, statutory and Diocesan advice and regulations.

OVER-SUBSCRIPTION CRITERIA

When the number of applications exceeds the number of places available, then the following criteria will be applied, in priority order as listed, to determine who will be offered a Nursery place.

1. Children who are three years old before 1st September of the academic year in which they wish to start Nursery.
2. Looked after children whose guardians/carers are practicing members of the Church of England or other Christian churches.
3. Other looked after children.
4. Children whose guardians/carers are practicing members of the Church of England or other Christian churches and have a brother or a sister attending the school at the time of admission.
5. Children whose guardians/carers are practicing members of the Church of England or other Christian churches.
6. Children with siblings currently in school, living at the same address at the time of admission.
7. Children whose guardians/carers want them to attend the school for genuine religious reasons and support the Christian ethos of the school (commitment to a major faith group).
8. Proximity of the child's home to the school's main entrance, with those living nearer, as measured by a straight line, being accorded the highest priority.
9. Where any of the above categories are over-subscribed, proximity to the school as measured by a straight line will be the deciding factor in awarding a place.

APPLICATION PROCEDURE

Nursery Application Forms are available from the school offices. Completed forms should be returned to the school office with the child's birth certificate and any additional evidence (e.g. a letter from their church). We will begin to allocate places on 30th March each year. Places will then be allocated, and applications received after this date will only be considered if there are spaces available.

WAITING LISTS

1. After all places have been filled, a waiting list will be formed from those who have been unsuccessful in obtaining a place and request their name be kept on file.
2. Names will be held on the waiting list until the child is of compulsory school age (the start of the term after they turn five years old).
3. There are no statutory appeal entitlements for parents/carers refused a nursery place at a school with a nursery class. Parents should follow the following procedure if they have cause to complain:
 - Put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaints procedure. They will however need to comply with the published rules for admitting children to their nursery class;
 - If not satisfied they should write to Local Authority's Early Years manager who will investigate the complaint;
 - Where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.

NOTES

1. The criteria will be overridden for a child with an Education Health Care Plan where this Nursery is named on the plan.
2. Where guardians/carers are requesting a Nursery place based on points 4 or 5, a written reference must be obtained from their relevant church. This should be submitted to school and is the only additional piece of evidence that guardians/carers will need to provide.
3. If you are allocated a place at St Stephen's Nursery you will be contacted and then receive a letter a letter of confirmation from school. We ask that you complete the form that will be attached and return it to school to ensure your place is allocated.
4. All new children and their parents/carers will be invited to an initial visit to Nursery in the Summer term to ensure their child/ward's smooth transition in starting Nursery. We expect all children and their parents/carers to attend.
5. Regular attendance in Nursery is expected. If a child does not attend Nursery for 20 consecutive school days, their place may be withdrawn and offered to another child on the waiting list.
6. If you no longer require a place, or wish to be removed from our waiting list, please let the school office know.
7. Attendance at St. Stephen's Nursery does not guarantee admission into Reception, nor does it provide additional priority for Reception places.