

Policy for

Nursery Admissions

2022-23

ST CECILIA'S NURSERY

ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2022 - 2023

THERE ARE SEPARATE ADMISSIONS POLICIES FOR THE NURSERY AND FOR THE PRIMARY SCHOOL.

Please note:

- **Separate applications are required for St Cecilia's Nursery and for St Cecilia's CoE Primary School**
- **A successful application for St Cecilia's Nursery does NOT guarantee a successful application to St Cecilia's CoE Primary School**
- **Offers of a place in the Nursery will be sent in writing**

APPLICATION

Applications must be made by completing the appropriate form obtained from St Cecilia's CoE Primary School or downloaded from the school's website.

ADMISSION INFORMATION

1. Children will normally be admitted to the Nursery at the beginning of the term after they turn three years old.

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| If the child is born between: | They are eligible for a Nursery place in the term following their 3 rd birthday: |
| 1 September – 31 December | Spring Term |
| 1 January – 31 March | Summer Term |
| 1 April – 31 August | Autumn Term |

2. The Nursery offers the equivalent of 52 part-time places using a combination of 15 and 30 hour places in the morning and afternoon. Each morning and afternoon session is capped at 26 places.
3. Children will be entitled to attend for a maximum free entitlement of 15 hours per week or 30 hours per week, depending on the parents' circumstances. For 30 hours' free childcare per week proof of entitlement will be required before attendance at Nursery can begin, and at the start of each subsequent term if attendance is to continue. Children attending for 15 hours per week will attend five morning sessions or five afternoon sessions. Session times are:

Morning: 8.30 am – 11.30 am

Afternoon: 12.30 pm – 3.30 pm

The Nursery sessions and times may be adjusted and a minimum of one term's notice in writing will normally be given.

4. Parents of children allocated a place for 30 hours per week will be offered the opportunity to purchase provision for a lunchtime club for the time between the morning and afternoon sessions.
5. Children will be expected to attend regularly. The Governors reserve the right to withdraw a place if a child is frequently absent or is absent for an extended period

without a good reason. Places may be held open in exceptional circumstances such as a long period of hospitalisation.

ADMISSION PROCEDURE

1. Completed Nursery application forms must be returned by email to admin@st-cecilias.wokingham.sch.uk by:

31 January for admission in the academic year 2022-23

2. The Trust's Admissions Panel will meet to consider the information on each application form before allocating the available places, according to the Admissions Criteria. Applications for 15 hours per week and those for 30 hours per week will be treated equally. Within the admissions criteria, should the need arise, priority will be given to those children living closest to the Nursery.
3. Distances will be measured using a computerised mapping system. The distance is measured as a straight line between the respective home address and the Nursery entrance at the time of the application. In the event of identical or equidistant addresses, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out in the presence of a person independent of the Nursery.
4. All offers of places will be made in writing.
5. All offers of places must be accepted within 14 days of the offer being made.
6. A Parent who refuses a place must re-apply if their child is to be considered for a place in future.
7. Applications at other times of the year, late applications or transfers from other nurseries will be considered by the Trust and a place offered if a vacancy exists.
8. A Waiting List will be kept by the Nursery for unsuccessful applicants. Places will be offered from the Waiting List, if a vacancy occurs, in category and distance order (see 'Admissions Criteria').
9. A Parent whose application is unsuccessful has no statutory right of appeal but may ask the Trust's Admissions Committee formally to reconsider the application.
10. If there are spaces in the Nursery and no applications on the waiting list parents may be offered the opportunity to buy additional hours of attendance at the then current rate.

St Cecilia's Nursery is an Equal Opportunities establishment and all applications will be given equal consideration.

Following the allocation of a place parents will be asked to provide the child's birth certificate or another acceptable form of identity such as a passport.

The right is also reserved to verify any of the information, including home address, given on the application form.

ADMISSIONS CRITERIA

Children with an Education Health and Care Plan (EHCP) naming St Cecilia's Nursery in the Plan will always be admitted.

When completing the Nursery Application Form, parents should decide under which of the following four categories (other than for children with an EHCP naming the Nursery) they wish to apply.

In the event of there being a greater demand for admission than there are places available, the following over subscription criteria will be applied in the order set out below.

Category One: Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order.

Category Two: Children living in one of the roads within the catchment.

Category Three: Children living in the Wokingham Borough, but not in one of the roads listed within the catchment area.

Category Four: Any other children whose parent wishes them to attend St Cecilia's Nursery.

Terms used are as defined below:

Looked After Children

"Looked after" means a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).