



St Cecilia's
CHURCH OF ENGLAND PRIMARY SCHOOL

Nursery Admissions Policy 2025-26



Christian Vision at St Cecilia's

*“Therefore encourage one another and build each other up.”
Thessalonians 5:11*

At St Cecilia's, our vision is to be a community where we celebrate everyone's gifts and where everyone flourishes and grows together

We encourage each other to use our gifts for the good of others and to build up our school as a whole. We have high expectations of academic success and strong pastoral care for all in our community.

Our school community at St Cecilia's is rooted in the following values:

- Kindness
- Truthfulness
- Forgiveness
- Gratitude
- Perseverance
- Wisdom

ST CECILIA'S NURSERY

ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2025 - 2026

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 CofE Primary School**
- **A successful application for St Cecilia's Nursery does NOT guarantee a successful application to St Cecilia's CofE 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 CofE Primary School, Howlett Grove, Wokingham, RG41 1BJ or by downloaded from the school's website.

ADMISSION INFORMATION

1. Children will normally be admitted to the Nursery at the beginning of the academic year after they turn three years old. If the child is born between 1st September 2021 and 31st August 2022 they will join Nursery in September 2025.
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'/carers' 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 although dependent on numbers, this can be more flexible. Session times are:

Morning: 8.30 am – 11.30 am

Afternoon: 11.30 pm – 2.30 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/Carers of children allocated a place for 30 hours per week will be offered the opportunity to purchase an additional hour from 2.30pm – 3.30pm.
5. Parents and carers of children who have been allocated a place for 30 hours per week will be offered the following two options:

- **Full use of the 30-hour entitlement (including lunch):** Children may attend from the beginning of the school day (8.30am – 2.30pm) with no additional charges,
- **Option to purchase an additional hour:** Parents/ carers may choose to extend their child's day to align with the dismissal time of pupils attending 15-hour afternoon provision and the wider school. This additional hour is available to purchase at a cost of £6.00 per day and is arranged on a term-by-term basis. Once chosen, this arrangement must remain in place for the entire term and cannot be altered mid-term. Parents/carers wishing to amend their child's attendance pattern for the following term must notify the school via email before the start of the new term. If no communication is received, it will be assumed that the current arrangement will continue.

A simpler view of this can be seen below:

Option 1	Option 2
Morning session (3 hours) 8.30am – 11.30am	Morning session (3 hours) 8.30am – 11.30am
Lunch time (1 hour) 11.30am – 12.30am	Lunch time (1 hour) 11.30am – 12.30am
Afternoon session (2 hours) 12.30pm – 2.30pm	Afternoon session (2 hours) 12.30pm – 2.30pm
Families collect child to go home at 2.30pm	Additional hour purchased at a cost of £6.00 per day
	Families collect child to go home at 3.30pm or attend afterschool club with Funtastic Kids

6. 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 to the School office by:
 - 31st January 2025 for admission in September 2025
2. The Governors Admissions' Committee 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/carer 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 Continuous Interest List will be kept by the school for unsuccessful applicants. Places will be offered from the Continuous Interest List, if a vacancy occurs, in category and distance order (see 'Admissions Criteria').
9. A parent/carer whose application is unsuccessful has no statutory right of appeal but may ask the Governors' Admissions Committee formally to reconsider the application.
10. If there are spaces in the Nursery and no applications on the Continuous Interest List, parents/carers 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/carers 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/carers 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, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.

Category Two:

Children who have a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to attend at the time of entry to the school.

Category Three:

Children living in one of the roads within the catchment.

Category Four:

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

Category Five:

Any other children whose parent/carer wishes them to attend St Cecilia's Nursery.

Terms used are as defined below:

Looked After Children

"Looked after" means one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is 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). Internationally adopted, previously looked after children – IAPLC. These children now have the same priority as those looked after and previously looked after children in England. 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society."