

ST MARYCHURCH CHURCH OF ENGLAND SCHOOL



NURSERY ADMISSIONS POLICY AND PROCEDURES 2010 onwards

SCHOOL MISSION STATEMENT

We work to provide high quality education within a caring, secure and stimulating environment, which promotes Christian values based on the teachings of the Church of England.

Our children are given every opportunity, help and encouragement to develop academically, emotionally, physically, socially and spiritually to their full potential.

'Doing our very best and caring for each other'.

1. Introduction

We aim to provide a first class foundation to the children's formal education, by working closely in partnership with their families. Our nursery aims to reflect the caring Christian ethos of our school.

Our Nursery Unit, attached to the school, provides for children between the ages of three and five. This unit can accommodate twenty-six children at any one time. Children will attend for half-day sessions, making a maximum of 52 half time places available. We can accommodate up to 26 children per morning or afternoon session. Children can be admitted the term following their third birthday, according to the arrangements and allocation of places detailed below. If requested we may be able to offer paid sessions from as soon as a child becomes three years old.

We are able to offer up to 15 funded hours per week. If parents would like to request sessions over 15 hours these may be available on a paid basis.

We expect that most parents would like their child to progress to the reception class and into the main school. However they should be aware that, because nursery education is not statutory, applications for the main school have to be considered separately and against the criteria laid down in the Governors' School Admissions Policy.

2. Criteria for allocation of places

Children are awarded places in groups of broad age:

Band 1 is for children in the Nursery Year 2 (1 Year before Reception Year)

Band 2 is for children in the Nursery Year 1 (2 Years before Reception Year)

Where a group is too large for all to be admitted, they are distinguished by the following sub-categories, applied in the following order:

1. Priority will be given to Children with Statements of Educational Need and Children in Care.

2. Children whose families are practising members of the Church of England.
3. Children whose families are practising members of other Christian Churches. In allocating places to families of other Christian Churches, priority will be given to families who are recognized members of the Roman Catholic Church and Churches which are members of the British Council of Churches.
4. Children of members of school staff.
5. Children with a sibling attending the school at expected time of entry.
6. Other children.

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available. Distance will be measured in a straight line from the entrance of the home address to the main entrance of the school using a Geographical Information System. In the event of both children living equidistance from the school the final tie breaker will be the drawing of lots

The criteria will be applied in turn to all the applications for each of the nursery age bands.

3. Waiting List

Names of unsuccessful applicants at this stage will be retained on a waiting list (priorities as above) and places awarded if any of the previously offered places become available again. Applications received after the 31st May will be added to the waiting list at the appropriate priority level.

4. Timetable and procedures for admissions

Places become available every September, January and April.

Applications for starting in September or the following January or April must be made before the closing date of 31st May and the School's Admissions Committee will notify parents of their decision by the last Friday in June.

Parents will need to complete and sign the Parental Declaration Contract as required by the school and Torbay Local Authority. These will be made available as your child starts Nursery.

Requests to change nursery hours will be considered at the end of each half term to take effect from the following half term.

Each June parents will need to request the hours you would like your child to attend for the following September and the new academic year and you will be required to complete a new Parental Declaration Contract and return it to the school.

When allocating sessions, parents requesting the full 15 funded hours for their child will be given priority for their requested hours over those requesting less hours, these will be prioritised against our admission oversubscription criteria.

5. Paid Sessions

Any sessions additional to the 15 funded hours will be invoiced within standard fees and payments must be made monthly in advance. Additional sessions are on offer unless required for children requesting funded places. As places are reserved on a termly basis you will be invoiced for these hours whether or not your child is present in the nursery for them. In the event of these hours being re-allocated we will give one half term's notice.

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**Revised June 2010 and Adopted by the full governing body on 5<sup>th</sup> July 2010. Agenda Item: 09/57**