St Michael's CE (A) First School Nursery

NURSERY CLASS ADMISSIONS POLICY 2021 - 2022

As a voluntary aided school, St Michael's CE (A) First School Governing Body is the admission authority for admission of children to its nursery class.

The school has 64 part time nursery places, available to children aged 3 and 4. Every child is entitled to 15 hours free nursery education in a nursery class and some children are eligible for 30 hours of free nursery education. Parents may also may also pay for extra hours if they are not eligible (please see the Nursery terms and conditions)

Nursery sessions
Morning Session 9am – 12noon
Afternoon session 12.30pm – 3.30pm

All children accessing nursery provision all day will incur a lunchtime charge for 12 noon to 12.30pm in addition to the cost of a hot lunch if requested.

Children will be able to start at the beginning of the term after their third birthday, and remain in the nursery class until they reach the September of the year they reach their 5th birthday. If they would like to start immediately after their birthday, the sessions will be chargeable.

All parents / carers will need to complete an application form which is available from the School Office. All applications, including any supporting documentation, for the academic year 2021-2022 must be received by the date listed below. Any applications received after the closing date listed will be deemed as 'late' and will only be considered after all on-time applications have been allocated. The school maintains a waiting list for nursery admissions.

When making an application, parents are invited to express a preference for a morning, afternoon or full day sessions. In making decisions, Governors are mindful of parental preference but cannot guarantee to meet parental preferences in the event of over-subscription.

Once a family has accepted a place for either a morning, afternoon or full day session, their child will be removed from the waiting list. Should a family wish to change their allocated session, they must make a new application for a place. This application will be considered at and the admissions criteria will be applied.

There is no link between Nursery admissions and admissions into the main school. There are separate admissions criteria for both and a separate application will need to be made via Staffordshire County Council for entry into the first school reception class.

OVER SUBSCRIPTION CRITERIA:

If there are more applications than there are places available in the nursery class, then all applications will be considered against the following over-subscription criteria:

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).

2. In line with the new Special Educational Needs code of practice, St Michael's will not discriminate against an educational or physical need in deciding whether to offer a place. Any child with a statement of special educational needs, Educational Health Care Plan or disability that names the school must be admitted.
3. Children who have an elder sibling in attendance at St Michael's First school
4. Children who live in the catchment area and are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicant's commitment to their place of worship will be required (see appendix 2).
5. Children living within the catchment area of the school, as defined by the Local Authority.
6. Children who are outside the catchment area and who themselves are, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicant's commitment to their place of worship will be required (see appendix 2).
7. Children who are outside the catchment area and who themselves are, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship will be required, (see appendix 2).
8. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, (see appendix 2).
9. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school determined by using the Google map.

Tiebreaker situation

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

If there are limited number of spaces available and St Michael's cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots. The other children will be placed onto the waiting list and will be given priority for admission should any vacancies occur.

All parent who applied for a place for their child(ren) after Sunday 31st January 2021 will be granted places using the above criteria regardless of ability, race or gender.

The closing date for all applications is Friday 31st January 2021, you will receive confirmation of the place by 26th February 2021

Should a place not be available, a parent may request that his/her child is placed on a waiting list for the nursery class. The waiting list order of priority is as in the above categories 1-9 and is not based on the length of time on the waiting list, except in the case of multiple births (see above).

There is no statutory right of appeal against the refusal of a place in the nursery class. Parents who wish to challenge the decision of the school should write to the Governing Board who will consider all challenges and the Clerk will respond in writing on behalf of the Governing Board. Parents should note that all decisions regarding admissions remain the responsibility of the Governing Board and are not delegated to the Headteacher or other members of staff. Parents are asked to recognise that early applications will not be given any priority; the length of time a family has lived in the designated area will also not give greater priority to any application.

Visits to the nursery are warmly welcomed; interested parents should contact the School to make an appointment. Because of the impact on children currently attending our Nursery, we are not able to offer families 1:1 meetings with Nursery staff ahead of any application. However on successful admission our Nursery Manager will meet 1:1 with parents or carer.

ADDITIONAL INFORMATION

Home address

The home address is considered to be the child's along with their parent's main and genuine principle place of residence at the time of the allocation of places, e.g. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the home address will be determined as the address where the child lives for the majority of the time Monday to Friday (e.g. 3 out of 5 school nights available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the school immediately. Where there is a proposed house move taking place during the admissions process the school will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move before the closing date. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

Waiting Lists

Waiting lists will be held where in any year the school receives more applications for nursery places that there are places available. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Inclusion on a school's waiting list does not mean that a place will eventually become available at St Michael's First school nursery.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria

"In-Year admission" Arrangements

Parents or carers seeking to transfer to St Michael's First School nursery may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the nursery may be after the next term or half term holiday.

Appendix 1

Booking Form

St Michael's CE(A) First School Nursery

Market Place, Penkridge, STAFFORD

01785 712344

Name of Child ……

Parent/Guardians Name ……

Address ……..

Post Code …… Date of Birth……..

	Morning 9.00am- 12.00pm	Paid Lunchtime 12.00pm-12.30pm	Afternoon 12.30pm-3.30pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Please indicate with a √ for paid sessions and with a F for funded sessions

Start Date ……

Contact Telephone Number ……..

Email Address ……

Signed ……

Appendix 2

Supplementary Information Form

To inform school about the commitment of the child's family to the Church as specified in the nursery admissions criteria.

Child's name	
Permanent address	
Denomination of child	
Regularity of attendance at church including the length of time of this regularity	
Extra involvement in the life of the church (if applicable)	

To be completed by the church Officer:

I confirm that the above named child has attended church as stated.

Yes /No

I confirm that the above named child belongs to one of the denominations named in the policy.

Yes/No

I confirm that the information provided by the family is correct

Name …….. Date ……

Signature……..

If the child has attended more than one church where a family has recently moved please complete an extra copy of appendix