

ST PHILIP NERI WITH ST BEDE CATHOLIC VOLUNTARY ACADEMY

NURSERY ADMITTANCE PROCEDURE

The Governing Body is responsible for Nursery admissions. We are able to admit up to 15 children for morning Nursery and a further 15 children for afternoon Nursery. For eligible families, we also offer 30 hours Nursery provision; this is for a maximum of 24 children.

Children can be admitted from their third birthday, providing a place has been offered and is available. We try to meet parents request for either a morning, afternoon or 30 hours place but can only do so if places are available. If places are limited, the Governing Body may not be able to offer your choice preference; however, you will typically be given the opportunity to change in September.

At any time if there are more applications for places than the number of places available, places will be offered strictly according to date of birth.

Application Procedures and Timetable:

An application for admission to the Nursery is advised to be not later than 12 months before the date of the child's third birthday using this [Application Form](#). A paper copy can also be collected from the school. Failure to register children before this date could result in their admission to Nursery being delayed or your preference not being met.

Applications must be accompanied by a copy of the Birth Certificate and, if applicable to your family, a copy of your child's baptism certificate.

Parents will be notified of a child's place during the term before admission to Nursery. This notification will be by email and include:

- The date of admission.
- A date for an introductory visit to Nursery accompanied by parent.
- An acceptance form to be completed by parents. **Failure to return this form acknowledging acceptance of the Nursery place could result in the offer of a child's place being withdrawn.**

If a place is not available at the expected time of admission, parents will be informed and a place will be offered as soon as it becomes available. As there is no right of appeal for pre-statutory school age pupils, the Headteacher's decision is final.

Whilst every effort will be made to accommodate parental preferences, decisions with regard to the allocation of morning or afternoon nursery places rests with the Headteacher.

It is extremely important to note that admission to our school Nursery does not guarantee a subsequent place in Foundation Stage 2 (Reception class).