

Diocese of Nottingham
...working in partnership with
The Our Lady of Lourdes Catholic Trust

St Philip Neri with St Bede Catholic Voluntary Academy
Policy Document



Nursery Admissions Policy

Written by:	Approved by:	Approval Date:	Review Date:
D. Steele	LGB	September 2025	September 2027

Introduction

The Local 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.

Our three types of provision in Nursery on offer:

- Full-time: daily – 8.45am to 3.30pm (30 hours per week)
- Part-time: daily – 8.45am to 11.45am (15 hours per week)
- Part-time: daily – 12.30pm to 3.30pm (15 hours per week)

Admission Information and Procedures

In order for us to process an admission, parents/carers are required to complete a Nursery Application Form (available from our school office or to download from our website) and return to school with the relevant supporting documentation (birth certificate and, if applicable, their Baptism certificate). Applications can be made as soon as a child turns two years old. Once the application has been received and processed, the school will:

- Inform parents whether or not a place has been offered;
- Arrange for an informal meeting to be held to discuss admission particulars, for example, an agreed start date, information about likes/dislikes, interests, allergies, developmental concerns etc.
- Arrange for an introductory visit to the Nursery to be made where the child is accompanied by parents for a 1 hour session. Following this, the child will come in for a 1 hour visit the next day on their own. After this, the duration of visits will gradually increase once the child settles and becomes more confident and independent when moving around the unit.

Children can be admitted from the day of 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. It is important to note that decisions to admit are based on the date at which we receive applications. In the event more than one application is received on the same day, we rank the applications based on each child's birth date: the earlier birth dates rank higher.

If places become limited, we may not be able to offer your choice preference; however, if an alternative is available, we will provide you with the opportunity to accept this instead. In the event there are no places available, applications will be added to our waiting list. Children will then be admitted in accordance with our Admissions Criteria outlined below.

The final decision on when a child is admitted and the allocation of sessions rests with the Headteacher and Local Governing Body of the school. **It is extremely important to note that admission to our school Nursery does not guarantee a subsequent place in Foundation Stage 2 (Reception class).**

Admissions Criteria

In the event there are more applications for places than the number of places available, places will be offered in accordance to the Admissions Criteria outlined below:

1. Catholic looked after or previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Catholic children living in the parish(es) served by the school.
3. Catholic children living outside the parish(es) served by the school.
4. Other looked after or previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
5. Catechumens, Candidates and members of Eastern Christian Churches.
6. Children of other Christian denominations whose membership is evidenced by a minister of religion.
7. Children of other faiths whose membership is evidenced by a religious leader.
8. Any other children not within categories 1-7.

First priority within the individual criteria will be given to applications for children who will have siblings attending the school in years Reception to Year 6 at the proposed time of admission. It is important to note that parents/carers do not have a statutory right to an independent appeals panel if a place is not offered; however, any concerns can be referred to the Local Governing Body.

30 Hours Childcare Entitlement: Lunchtime Provision

There is a daily charge for lunchtime care provision of £6.00 per day; £30.00 per week. This is to cover the cost of the practitioners who will be responsible for your child's care and supervision and is paid in advance. Due to the school having a commitment to employing the additional members of staff, unfortunately, if your child is ill or unable to attend nursery, you will still be charged for the missing days as part of the agreement. This payment is made via our Arbor payment system.

Wrap Around Care Provision

Our term time wrap around care provision is provided by an external organisation, The Lime Trees. They provide a flexible service where parents can book the sessions that work best for them, using the online booking system located on their website:

www.thelimetrees.co.uk. Timings and costings for wrap around care are as below:

	Breakfast Club	After School Club
Time	7.30am – Start of School	Close of School – 6pm
Cost	£4.95*	£9.75*

Parents are also able to use childcare vouchers and the government's Tax Free Childcare scheme.

**Please note that these are the prices at the time of writing which may be subject to change.*