



St Bartholomew's C of E Primary School

Nursery Admission Policy

Our Christian Vision

Believe Achieve Respect Together Succeed

B – We **believe** we will flourish in God's family.

A – We know that everyone in St Bart's can **achieve**.

R – We **respect** everyone in our family.

T – **Together** we support and help each other.

S – As part of God's family we support everybody to **succeed**.

Safeguarding

St Bartholomew's C of E Primary School is committed to safeguarding and promoting the welfare of its pupils. We believe all staff and visitors have an important and unique role to play in the protection of children.

In this respect, our aims are:

- To provide a safe and secure environment, which values education and believes in the abilities and potential of all children and young people
- To bring the educational attainments of our children and young people who are looked after nearer to those of their peers if there is a gap
- To provide all children and parents with equal opportunities

Introduction

St Bartholomew's C of E Primary School has a 39 place nursery, taking 39 children in each session.

Since September 2011 all children have the right to 15 hours free nursery provision from the term after they become 3 until they start primary school.

You may be able to apply for up to 30 hours' free childcare (1140 hours per year), if your child is three or four years old - visit <https://www.gov.uk/apply30-hours-free-childcare>

At St Bartholomew's we can only offer a very limited number of these places so please ask about availability.

Purpose of this Policy

The purpose of this policy is to inform parents about fair allocation of school nursery places and to provide clear information on how we prioritise when allocating places.

We have tried to mirror the school admissions policy as far as possible to ensure smooth transitions to school.

Please note the allocation of a nursery place in school does not guarantee a Reception place. There is a separate admissions policy for school places.

Basic Eligibility criteria

We will admit children to St Bartholomew's C of E Primary School nursery following their third birthday or the September after they are three if a space is not available.

We will offer places to children taking into account the priorities below.



Priority 1

Children who are three years of age and who will be eligible to start our school in the next academic year. (These children are referred to as nursery 2)

Priority 2

Date of birth (DOB), we will offer older children places first. If two children share the same DOB priority 3 and 4 would be taken into account.

Priority 3

Children with siblings who are at St Bartholomew's C of E Primary, they must be living at the same address.

Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Priority 4

Children who live nearest to St Bartholomew's C of E Primary School. (This is measured in a straight line from your home address to the school in accordance with the Leeds City Council School Admissions Policy)

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative.

Special Needs and Circumstances

St Bartholomew's C of E Primary School is an inclusive school and we welcome children who have special/additional needs and requirements. We would appreciate knowing if your child is/has:

- in public care or is fostered under an arrangement made by the local authority.
- a social worker for any reason.
- the subject of a Child Protection Plan.
- Special Educational Needs, or exceptional medical/mobility needs.

Declaring any of these will not affect our decision to take your child

Waiting lists

When a parent receives notification that we are unable to offer a nursery place due to being oversubscribed, parents or carers may then request that their child's name be entered onto a waiting list. We will allocate places that become available from the waiting list, giving priority in accordance with the criteria of this admission policy.

The nursery sessions are:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning sessions	8:30- 11:30 am	8:30- 11:30 am	8:30- 11:30 am	8:30- 11:30 am	8:30- 11:30 am
Afternoon sessions	12:30- 3:30 pm	12:30- 3:30 pm	12:30- 3:30 pm	12:30- 3:30 pm	12:30- 3:30 pm
Beginning of the week Mon-Wed	8:30- 3:30 pm	8:30- 3:30 pm	8:30- 11:30 pm		
End of the week Wed-Fri			12:30- 3:30 pm	8:30- 3:30 pm	8:30- 3:30 pm
*30 hours	8:30- 3:30 pm	8:30- 3:30 pm	8:30- 3:30 pm	8:30- 3:30 pm	8:30- 3:30 pm



Charges

If your child attends full days there will be a cost of £3 per day for lunchtime supervision. You can also purchase lunch for children who attend for full days; the current cost is £2.00 per day, payable on a Monday or Wednesday depending on their pattern in nursery. Parents may provide a packed lunch. All children have access to fruit, milk and water in every session.

Choice of sessions

Please note that we cannot guarantee to meet all requests, as there are a limited number of children we can take each session. Once a parent accepts a place, they must complete a contract, (parental declaration)

Attendance

We expect children to attend all their allocated sessions and we follow the same processes as we do for all our children. Children can only be absent if they are too ill to attend and parents must let school know. If children are absent regularly without the schools permission we may withdraw their place and allocate it to the next person on the waiting list.

Nursery provides the building blocks for future learning and attendance is vital and prepares the children for the rest of their school life.

Uniform

Our school uniform is red jumper/cardigan, white or red polo shirt and grey or black trousers or skirt.

Toilet Training.

We would like children to be toilet trained before they start nursery unless they have a special educational need or medical condition. If your child is not, we will work with you to develop a plan to support your child with this as soon as possible.

If your child is not fully toilet trained we will not be able to offer full day sessions.

Transition Arrangements

Once we have allocated your child a place at our nursery we send you out details and will offer you the opportunity to visit. Where possible we will conduct a home visit before your child starts.

Policy reviewed: July 2024

Review date: July 2026