

St Mary's Catholic Primary School & Nursery, Chorley

NURSERY CLASS ADMISSION ARRANGEMENTS

Please note: Admission to Nursery Class does not give automatic entry to the Reception Class in main school.

These arrangements should be read in conjunction with the Nursery School Admissions in Lancashire – Information for Parents at www.lancashire.gov.uk/schools

Making an Application

- *You may place your child's name on the list held by St Mary's Catholic Primary School & Nursery of those interested in a place in the future.*
- **ALL** children who are 3 years old by 31st August (prior to starting at a nursery school or class in September) will be considered for admissions. A child born between the following periods is entitled to receive an Early Education place for a maximum of 570 hours a year over no fewer than 38 weeks of the year until the child reaches compulsory school age.

Child born in the period	Unfunded Start Period (Rising 3s)	Funded Start Period (Following 3rd birthday)
1 st January to 31 st March	Spring Term	Summer Term
1 st April to 31 st August	Summer Term	Autumn Term
1 st September to 31 st December	Autumn Term	Spring Term

- **You may place your child's name on our Nursery class waiting list held at the school.**

Children eligible for funding to access early years education will usually be admitted to the Nursery at the start of the term following their third birthday, however, unfunded sessions can be taken up by Rising 3s if staff ratios allow.

3 Term Entry: There will be a three term entry; Autumn, Spring and Summer.

- Applications for places from September will be decided in May
- Applications for places from January will be decided in October
- Applications for places from April will be decided in February.

Applications for admission to the school's nursery class should be made using the Lancashire County Council's Application for a Place in a Lancashire County Council Maintained Nursery School or Nursery Class in a Maintained School Form which can be downloaded from the school's website or available from the school office.

- If your circumstances are likely to change during the application period or after the offer please give details on your application. This could include address changes or changes in your work, childcare or education/training which may affect the priority of your application.

Please note St Mary's Catholic Primary School & Nursery is a Voluntary Aided school, and as such the Governing Body determine their own admission arrangements and the criteria for admission may therefore be different from those detailed in the Lancashire County Council's guidelines.

Admission procedures

The number of places available for admission to the Nursery class will be a maximum of 26 places per session.

The governing body will not place any restrictions on admissions to the Nursery class unless the number of children for whom admission is sought exceeds their admission number. The governing Body considers all applications equally. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

- (i) Children in Public Care and previously looked after children.**
This includes any 'looked after child', previously looked after children' and Any child who was previously looked after but immediately after being looked After became subject to adoption, residence or special guardianship order.
- (ii) Children with statements of special educational needs (SEN) and those with exceptional/strong SEN reasons for attending a particular school.**
- (iii) Children with exceptional/strong medical, social welfare reasons (associated with the child and/or the family) for attending a particular school/setting.**
- (iv) Children who will have a sibling in attendance at the time of their admission**
- (v) Parent/s carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission)**
- (vi) Those living nearest the school**

Notes

- In relation to (i), (ii), (iii), (iv) and (v) parents must provide the necessary evidence and contact names/e-mail/telephone numbers with their application.
- Statements for SEN are/will become Education & Health Care Plans (EHCP)
- For criteria (iv) siblings are defined as brothers, sisters, step brothers, step sisters, half brothers, half sisters, adopted and fostered children living with the same family at the same address.
- In relation to (vi) measures will be in a straight line (centre of building to centre of building).
- Criteria (vi) will be used as a tie break should there be oversubscription within any of the stated admission criteria.

In most cases children will be admitted to the Nursery school of their parent's preference. Occasionally however, the school may receive more applications than there are available places. Parents will be able to seek provision elsewhere and can also request that their child's name be placed on the waiting list for places. Should places become available then these will be offered in accordance with the published admission criteria **and not on a first come first served basis.**

MEDICAL SOCIAL AND WELFARE REASONS

If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to a particular nursery you must indicate that this is the case on your application. These may include serious medical or psychological needs or disabilities which make travel more difficult.

Please bear in mind that all nurseries can make provision for special educational needs and can also manage common medical conditions, eg asthma, epilepsy, diabetes and allergies.

Where exceptional medical, social or welfare reasons are identified supporting evidence will be required. This may be from whatever source(s) the applicant feels are most appropriate. Examples of providers evidence are doctors, health visitors, social workers. Only exceptional reasons relevant to a particular school or class will normally be considered.

If you do not provide supporting evidence then it will not be possible to consider the application under the medical, social and welfare criteria.

Parents may apply for nursery places and send supporting evidence at a later date. It is strongly recommended that this is submitted prior to the termly start. Prior to the termly start, all claims of exceptional medical, social and welfare reasons are considered. Where the reasons claimed are not considered exceptional, then the application will then be dealt with under the other admission criteria for the nursery school/class.

All information which is submitted will be considered as being confidential.

TRAINING, EDUCATION, LOCAL WORK OR LOCAL ESTABLISHED CHILD CARE

If you require that an application for a nursery place be considered under this criteria then you must provide evidence to support your application. This may include:-

- Written confirmation from a college/training provider of your future enrolment or current participation.
- Written confirmation from an employer of your place/address of work and the days/hours per week involved.
- Written confirmation from a childminder about any existing or ongoing childcare arrangements including the date on which they started and the address where the child is situated under the arrangement.

SINGLE REMAINING PLACE – ADDITIONAL TIE BREAK

If a single place remains available at a nursery school or class and the next application is for twins/triplets, etc then flexibility will be exercised wherever possible to allocate places for both/all of the children. Individual nursery schools and classes must liaise with the Local Authority if this situation arises.

Where a single place remains and there is more than one remaining applicant, an additional tie break may occasionally be required, eg where there are two identical measures for the single remaining place. In these circumstances a random draw will determine which child will be offered the place.

ACCURACY OF APPLICATIONS

In relation to all applications individual nurseries and the Local Authority or the Governing Body of a voluntary aided or funded school/class will investigate the accuracy of any information that is provided. Places may be withdrawn if they have been offered based on inaccurate information.

ENTITLEMENT TO FREE PROVISION

Please note that if you have access to 15 hpw of free provision at a maintained* nursery school or class then you cannot also have free provision at a private, voluntary or independent nursery.

(*Maintained means funded via the Local Authority)

OFFERS OF PLACES AT OTHER TIMES OF THE YEAR

Available Nursery places may remain or may become available during the year. These places will be offered to children from the first day of term after their 3rd birthday (not immediately the child reaches age 3). Parents may contact individual nursery schools and classes at any time to enquire about available places.

Where the demand for places exceeds availability during the year the admission criteria will be used to allocate. Filling places other than at the main September intake date is often referred to as 'topping up'. **Currently there is provision for extended day sessions for children attending the Nursery.**

Parents accessing non-funded 'top up' sessions or extended day sessions need to refer to the school's Sessional Fees Policy.