# St. Anthony's Catholic Primary School

## Nursery Admission Policy

**Mission Statement**
**'Enter to learn, learn to serve'**
**At St Anthony's, it is our mission to provide a high-quality education, in a Gospel centred community, where individual needs and talents are appreciated and catered for. We strive for excellence in all we do. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.**

| Date ratified by Governing Body | Review date | Next Review |
|---|---|---|
| October 2020 | November 2026 | November 2028 |

**Inclusion**

St Anthony's nursery provides a welcoming and caring environment, which values each individual child, promotes equal opportunities and has an ethos of inclusion.

All children are encouraged to develop confidence, and we work in partnership with parent/carers.

We offer a stimulating learning environment both indoors and outdoors, with a qualified class teacher and experienced and committed practitioners. All children thrive and are motivated to learn in our care.

**Nursery Session Times**

Our Nursery session times are 9.00 am to 3pm

The changeover day for the 15-hour free entitlement children will be Wednesday, the sessions times on this day are 9.00am to 12pm and 1-3pm

**Adverse weather or unexpected closure.**

Nursery will endeavour to open at all times. However should Nursery be closed unexpectedly due to adverse weather parents will be informed through our text messaging service (Arbor).

**Admission Arrangements**

***St Anthony's Community Nursery and St Anthony's Catholic Primary School each have their own separate admission policy.***

**A place in the Nursery does not guarantee a place in the school. There is a separate admission policy for school admissions.**

**Registration forms are available from the school office or on the school website.**

**Entitlement**

1. Every 3- and 4-year-old child is entitled to 15 hours funded early years education in the term following their 3rd birthday until they attend reception class. (see eligibility criteria section below) This is known as the universal offer.

2. Some 3- and 4-year-old children whose parents are working are also entitled to an additional 15 hours funded early years education in the term following their 3rd birthday until they attend reception class. (see eligibility criteria section below) This is known as the extended entitlement (30 hours).

3. Parents/carers can be offered some flexibility in how they take up their hours each week, but this may depend on agreement, ability and arrangements made with providers.

Parents are allowed to split their entitlement between different settings. Parents do not have a right and so will not be allowed to defer allocation of sessions to following weeks or terms.

4. Children will take up places at the start of the term, moving children from one nursery setting to another mid-term is not recommended unless there is evidence of exceptional circumstances for doing do, or if the family have moved into the area.

5. In order for providers to claim funding children must have started prior to census date for that term.

6. For admission purposes the start of the term is defined as 1st September, 1st January and 1st April, if places are available.

**Eligibility Criteria**
All parents of 3- and 4-year-olds must prove that they are eligible for a Funded Early Education place. All providers must check eligibility before a place is offered and a parental agreement completed.

**Universal entitlement:**
Children are eligible the term after their 3rd birthday, birth certificates or passports must be checked to determine eligible date of birth.

**Extended entitlement:**
It is up to the HMRC to determine eligibility of parents and not providers. All queries around eligibility must be directed back to HMRC. **Tel: 0300 123 4097**

If parents think they meet the criteria below they need to go to the Childcare Choices website and apply for an eligibility code. If they are successful they will be given an 11digit HMRC eligibility code, parents must give the code to all the providers who are offering funded hours for their children. Providers must check the code using Bradford Funded Hours Checker. Once the code is verified, a place can be offered if available.

**Parents of 3 and 4 year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:**

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
  This equates to £203.36 a week (or £10,603 a year) for each parent over 21 years old. This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- If a non-EEA national, the parent must have recourse to public funds e.g. you are eligible to claim benefits, tax credits or housing assistance.

Note: Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.

**Allocation of Places**

A waiting list is held for a particular year of admission. The closing dates for applications is 31st January for September starters and 30th June for January starters. Children joining the waiting lists after these dates would be considered for places only when all those eligible from the following year group, whose names had previously been on the list, have been offered places. If there are more applications for a nursery class than there are places available, the oversubscription criteria will be used to allocate places.

**Oversubscription Criteria:**
Places in a nursery class will be allocated to children in the following priority order:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.

2. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the nursery is the only suitable nursery to meet the child's needs and why no other nursery could provide the appropriate support for the child.

   For primary schools with an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance and live within the priority area – 'sibling' includes biological brothers and sisters, as well as stepchildren and fostered children who are part of the same family living at the same address but does **not** include cousins or children from different families sharing the same house. ***Where a family of twins or triplet request admission and there is only one place available, the remaining sibling(s) will also be offered a place above the admission number.***

3. For primary schools with an admission priority area children living within the priority area.

4. Other children living closest to the school's main entrance – this will be determined using the Authority's Graphical Information System process and will be the distance between the child's home address and the school's main entrance measured in a straight line. A child's "home address" is the address at which they live permanently. Where a child lives with parents with shared responsibility, the parents must decide which address to use for the allocation process. We cannot use the address of a relative or childminder.

**Notes:**

(a) **The offer of a place at a nursery class attached to a primary school does not guarantee the child a place in the reception class at the same school. A fresh application will be required in accordance with the criteria for admission to reception classes.**

(b) Due regard must be made to the Council's Continence Guidance 'Promoting Personal Care and Inclusive Practice' in line Equalities Act 2010 when admitting children to a nursery setting.

(c) Induction and attendance arrangements for a nursery class in a primary school are at the discretion of and decided by each school.

(d) Regular attendance is required to maintain a place in a nursery class, close liaison should take place with health visitors or social workers if there are concerns regarding a child's attendance.

(e) No place will be allocated without the completion of a Parent Agreement Form.

(f) Vacancies arising during a school year should be filled from the school waiting list using the published oversubscription criteria.

(g) If a chosen nursery has no vacancies parents should be advised to contact the Families Information Service for advice on other early years providers and settings.

(h) There are no statutory appeal entitlements for parents/carers refused a nursery place at a school with a nursery class. Parents should follow the following procedure if they have cause to complain:

(i) Put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaints procedure. They will however need to comply with the published rules for admitting children to their nursery class;

(j) Where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.

Priority will then be given to children that have their 4th birthday between 1st September and 31st August of the academic year of which they are applying for a place.

If places are still available after the September intake, it is the Nursery's policy to offer places to children on the waiting list and these children may be admitted for four or five terms starting in January and April (according to the criteria in the Admissions policy.)

**Admissions policy for Bradford LEA maintained Nursery education provision**

- Bradford LEA Nursery provision is community provision.

- Nursery education places in LEA settings are open to all children irrespective of where they live.
- A child's name can be placed on one or more LEA Nursery waiting lists any time from birth onwards.
- In the case of a Nursery unit attached to a Primary School, there must be separate waiting lists kept for Nursery and School.

* See admissions criteria for the school (A copy of the school admission policy can be obtained from the school office)

## Aims

We aim to:

- Provide a high-quality education, through a broadly-based balanced curriculum, which promotes spiritual, moral, cultural, intellectual and physical development.

- Provide a stimulating, safe and comfortable working environment for all members of our community.

- Cater for individual needs, regardless of gender, race, age or capability and developing the talents of all.

- Regularly review the success of these aims and to adjust practice accordingly.

- The Nursery community includes pupils, parents, staff (teaching and non-teaching) and governors.