



# NURSERY

## (FOUNDATION STAGE 1)

### ADMISSION POLICY

Signed \_\_\_\_\_ (Headteacher)      Date \_\_\_\_\_

Signed \_\_\_\_\_ (Chair of Governors)      Date \_\_\_\_\_

**June 2022**

**Date of next review: June 2023**

## **Mission Statement**

### *Loved*

We love one another as Jesus taught us - our friends, our families and those who we may never meet.

### *Valued*

We value everyone - everyone is important; pupils, staff, parents, governors, and members of the community– no matter their race, religion ability or need. We try to live like Jesus taught us.

### *Challenged*

We challenge each other - not only with our learning but challenge each other to be more merciful to others, have a little more understanding of others' needs and challenge each other to be better people.

## **Introduction**

The Governing Body of Holy Cross Primary Catholic Voluntary Academy have overall responsibility for the admission of nursery (FS1) children. Parents do not have a statutory right to an independent appeals panel in relation to nursery (FS1) admissions, but they may wish to refer any concerns to the governing body of the school. All admission decisions can be justified by reference to the admissions criteria as outlined in this policy.

## **Important Dates**

A child can be admitted into Holy Cross Nursery (FS1) from the term after their 3rd birthday, providing there is space. We have three intakes a year and these are in September, January, and April.

## **Attendance at Nursery**

Attendance at the school's nursery FS1 or a pre-school setting on the site of the school does not guarantee that a place will be offered at the school and does not give any priority within the oversubscription criteria. In addition, for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

Prior to offering places in the nursery, the school will gather information from prospective nursery parents regarding the number of hours to which they are entitled (15 hours or 30 hours).

We offer three types of provision in Nursery (FS1):

- Full-time: daily - 8.45am to 3.30pm

- Part-time: daily – 8.45am to 11.45am
- Part-time: daily – 12.30pm to 3.30pm

We also offer wrap around care provision from 7.15am to 8.45am and 3.30pm to 5.45pm (additional costs may occur if these are not claimed in hours). Additional wrap around care provision and lunch provision is booked separately and paid for via our school online payment app (IRIS). Childcare vouchers can also be used to pay for this provision.

Parents wishing their child to attend nursery should contact the school when their child is two years old or as soon as possible after that. An application form should be completed and returned to school with the relevant supporting documentation (birth certificate and, if applicable, their Baptism certificate) at least one term before they are eligible to start nursery.

The school will inform parents that a place has been allocated initially by phone call. If the place is verbally accepted by the parent, a follow up confirmation letter is issued at least half a term before admission. If a child is offered a place, parents must confirm acceptance, in writing via email, to the school by the date stipulated on the confirmation letter.

The final decision on when the child is admitted and the allocation of sessions rests with the Headteacher and Governing Body of the school.

If the parents fall out of eligibility for the 30 hours free childcare and the child has already started at our nursery, the parents may be able to pay to keep the additional 15 hours per week. This will need to be the full 15 hours per week, even if the parents only require part of that time. This will be at the rate of £4.48 per hour.

If a child is only entitled to 15 hours, the parent/carer can request a full-time place and pay the additional amount themselves. This will need to be the full 15 hours per week, also at the rate of £4.48 per hour.

If a 30-hour place is accepted by the parent/carer, they are required to pay £2.00 per day (£10.00 per week) to cover the cost of lunchtime provision care. Children can bring in a packed lunch or book a school meal via IRIS at a cost of £2.45.

### **Admissions Criteria**

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.