

ALL SAINTS CE PRIMARY SCHOOL AND NURSERY, WOKINGHAM

NURSERY ADMISSIONS POLICY 2023-2024

All Saints CE Primary School and Nursery admits children from wide ranging backgrounds. We pride ourselves on being an inclusive school and nursery. We value each individual, their uniqueness and the contribution each can make to our school community. We provide a safe, caring, enjoyable and challenging learning environment. We believe that every child has equal worth and is entitled to experience a broad and balanced curriculum, which is delivered through the Early Years Foundation Stage, and the National Curriculum and is matched to the needs of the individual.

We are a Church of England school and nursery that welcomes applications from all members of the community without reference to ability or aptitude, and All Saints School and Nursery values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school and nursery, we welcome applications from Christian families and those of other faiths or none. We ask all parents applying for a place at our school and nursery to respect this ethos and its importance to the whole school community.

1. Introduction

All Saints CE Primary School and Nursery is an inclusive school and nursery that welcomes children from all backgrounds and abilities. Parents/carers who wish to visit the school are welcome to do so. Please make an appointment through the school office (0118 9787173).

As a Voluntary Aided School, the Governing Body determines and implements its own admissions arrangements.

2. Entitlement

The entitlement for each child is 15 hours free education per week, for 38 weeks, per year during term time, the place offered being for either five morning sessions or five afternoon sessions.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthday:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

It is generally regarded as good early years' practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child.

Some children are currently eligible for 30 hours funding. Details of requirements for eligibility for this funding can be found at <https://www.childcarechoices.gov.uk>

- An eligibility code must be obtained to access this funding and regular updates are required.
- 30 hours can be accessed flexibly subject to availability. (A minimum of 24 hours must be taken at All Saints nursery).
- Lunch Club (11.30am - 12.15pm) is provided at an additional charge, or children can go home for lunch.
- Where a family become ineligible, the local authority procedures regarding grace periods and reapplication must be followed.
- 30 hour places will be limited and allocated on a first come first served basis.

3. The Admission Number

The admission number is set taking into consideration the staffing levels and physical limitation of the space available at the Early Years setting. We allow for up to 52 part time places, to a maximum of 26 places in the morning session and 26 in the afternoon session.

4. Applications

Parents may apply at any time for a place for their child by completing the Nursery Application Form which is available on the school website and from the school office. Parents will be notified of place availability for their child:

- ☐ For admission in the following January – notification by end of October ☐ For admission in the following April – notification by the end of February ☐ For admission in the following September – notification by the end of June.

With the 15 hours entitlement, parents may apply for between three and five sessions per week. Parents applying for less than five sessions will be given equal consideration as those applying for five sessions.

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Applications will be considered by the Headteacher plus the Early Years Leader and may be referred to the Governing Body.

Following the allocation of a place, parents will be asked to provide the child's birth certificate in order to verify the child's date of birth. Parents will be required to complete and sign a Wokingham Borough Council Parent Declaration Form.

5. Over-subscription Criteria

Where more applications than can be accommodated are received, the oversubscription criteria detailed in the School Admissions Policy will be used.

6. Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to date of birth of child. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of the Nursery intake year.

7. Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the acceptance form sent with the offer letter. The form must be returned to the school **within two weeks** from the date of the offer letter. If a form is not received, there will be one further reminder and failure to respond may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

Parents are requested to advise the school at any stage, if you are not accepting the place for any reason.

8. Deferring a place

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term. Where parents wish to defer they are required to declare this on the acceptance form. Deferment of a place will not prejudice the application.

9. Offers of sessions

Parents will be invited to indicate, on the offer letter, the number of morning or afternoon sessions (which cannot be mixed), up to a maximum of five, they wish their child to attend. Or indicate if they would like to apply for 30 hour sessions.

10. Exceeding capacity

Whilst there is no statutory right of appeal in the case of an unsuccessful application to the Nursery, parents do have the right to appeal by using the Governors' complaints procedure. More information may be obtained from the Governing Body, c/o Clerk to the Governors' All Saints CE Primary School and Nursery, Norreys Avenue, Wokingham, RG40 1UX - (0118 9787173)

11. Admission to the School

A separate application for admission to Reception will need to be made in accordance with the local authority co-ordinated admissions scheme, attendance at All Saints Nursery **does not** guarantee a school place at our school.

12. Review

This policy will be reviewed annually by the Governing Body.

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