

**ST MARY MAGDALENE CATHOLIC
PRIMARY SCHOOL**

NURSERY ADMISSIONS POLICY



'Growing Together in Faith & Love'

INTRODUCTION

St Mary Magdalene Nursery is promoted by the Diocese of Northampton and is maintained by Milton Keynes local authority. The governors are responsible for determining and administering the policy regarding nursery admissions.

St Mary Magdalene Nursery is very popular. It is a purpose built nursery with a wonderful range of resources and outstanding outdoor provision. The staffing ratio includes a qualified teacher and one adult for every seven children.

Admission for the 30 hours free entitlement is set at 30 places.

Admission for the 15 hours free entitlement is set at 30 places.

STATEMENT

This policy aims to ensure best practice for admission into St Mary Magdalene Nursery to enable a maximum number of children to access their free early learning place and support parents to access employment or training.

St Mary Magdalene Nursery will ensure that children are admitted to its nursery provision in a fair and consistent manner and in accordance with the published policy and procedure.

EQUAL OPPORTUNITIES/INCLUSION

All children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) will have equal access to places at St Mary Magdalene Nursery. Where oversubscription occurs, places will be allocated in accordance with the oversubscription criteria detailed in this policy. Application forms are available from the school office.

FREE EARLY LEARNING PLACES

Children are eligible to access their free early learning place from the start of the term after their third birthday provided there are spaces available.

Children can access 15 hours per week. If a child is accessing the full 15 hours per week parents may purchase up to a further 15 hours per week. A 3 hour session is £20.00. However these sessions must fit in with our pattern of delivery (start and end of daily sessions) and are payable in advance.

Charges are still incurred for additional hours booked if a child does not attend whether or not this is due to sickness, holiday or parental choice.

The government also offers 30 hours for working parents free of charge. Parents must check their eligibility on the Milton Keynes Council website and provide their eligibility code and National Insurance number to the school. The school must have the eligibility code before admission. Eligibility remains the responsibility of parents once the children are admitted as this needs to be checked every three months. The council will send you a reminder email when you are due to recheck that your child is still eligible.

ALLOCATION OF FREE EARLY LEARNING PLACES

Criteria

- a. Baptised Catholic children
- b. Children of Christian denomination
- c. Children whose siblings attend the primary school at the time of application
- d. All other children

Oversubscription Criteria

The following is the order of priority in which applications are considered if nursery is oversubscribed:

- a. **Children with Special Educational Needs (SEN)** any child that has a statement for SEN that names a specific provider must be offered a place there.
- b. **Pupils in public care** (Looked After Children) who:
 - Are looked after at the time an application for a nursery is made, or
 - Will be looked after at the time when the child is admitted to nursery**Previously looked after children** who:
 - Left care under a residence 1 or special guardianship order, or
 - Were adopted from care under the 2002 Act
- c. **Earliest date of application.** If all other factors are equal then the earliest application will receive priority. Children applying for a place at nursery in advance of their eligibility will be placed on the waiting list and the date of their application recorded.
- d. **Distance from the school**

PATTERN OF DELIVERY

St Mary Magdalene Nursery is open Monday-Friday 8.45am-3.00pm. Each child's 15 hours of free early learning can be accessed as 5 x 3 hour sessions. If you wish your child to attend morning and afternoon sessions on the same day you must provide a packed lunch. Hot meals are available during the lunchtime session at a charge of £2.40 per meal.

Session	Time	Hours	Charge
Breakfast Club	7.45am-8.45am		£3.50 daily
Morning	8.45am-11.45am	3	
Afternoon	12.00pm-3.00pm	3	
After School Club	3.00pm-6.00pm	3	£10.00 per session

Parents/carers may apply at any time for a place for their child. St Mary Magdalene Nursery will set a deadline date by which applications should be received in order to be considered in line with all other applications. The admissions policy may be accessed on the school website. Application forms are available from St Mary Magdalene School. Application forms once completed must be submitted to St Mary Magdalene School.

Where there are more applications than places, all applications received by the deadline will be considered using the oversubscription criteria only.

Attendance at St Mary Magdalene Nursery does not guarantee a place at St Mary Magdalene School.

The governing body will delegate the admissions procedure to the headteacher and the school administration officer. This group will liaise with other bodies (eg Local Authority, Health, Social Services, pre-schools etc) as appropriate to secure more information about the child's individual play/care/learning needs.

Parents may apply for between 3 hours and the total number of hours the setting is open per week (within the operational constraints of the setting). Up to 15 hours of this can be claimed as free early learning. Subsequent hours will be charged in line with the Early Years Charging policy set by the governing body. Working parents are entitled to 30 hours free early learning but must register and provide the eligibility code and their National Insurance number to the school prior to starting. If a parent/parents become unemployed they are no longer eligible but will have a grace period of six weeks before hours are reduced to 15.

When applying, parents will indicate their preferred times of attendance in line with the options offered by the individual provider. Allocation will be at the discretion of the provider and providers should attempt to minimise vacant sessions whilst maximising the number of children accessing their free early learning.

If a parent/carer chooses to reduce their child's hours (either FEL or paid for hours) at St Mary Magdalene Nursery then a 4 week notice period is required for the change to take effect.

There are usually 2 intakes per year, September and January, but the January intake is subject to availability of spaces.

Parents will be informed as soon as possible after their application has been considered, but no later than 2 weeks after half term, of the term before entry to St Mary Magdalene Nursery.

All children due to start in any particular term, will be given a starting date. Admission will be phased in over a two week period.

DEFINITIONS FOR THE PURPOSE OF THIS POLICY

- Nursery
Nursery providing pre-school education for 3 and 4 year old children only
- Waiting list
List of applications maintained by the nursery in the event of oversubscription. The waiting list is maintained in order of admission criteria