



St. Andrew's  
C.E. Primary School

# **St. Andrew's C.E Primary School & Nursery**



## **Nursery Admissions Policy**

**2018/2019**

## **Introduction**

This Document sets out the policy of St. Andrew's C.E Primary School with respect to Nursery admissions. The policy and regulations for Admissions are determined by the Governing Body. As required by the Education Reform Act 1988, the standard number of places for St, Andrew's Nursery has been set at 26 morning places and 26 afternoon places.

St Andrew's is a Church of England Primary School with a Nursery situated on Union Road, Dearnley. We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated fairly, according to our criteria and in a sensitive manner.

### **Criteria for the allocation of places:**

- 1) **Looked after Children.** Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.
- 2) **Children with special educational, medical or social needs.** Those children who are considered to have an exceptional medical or social reason as to why they should attend St. Andrew's Primary School. (Applications on these grounds will have to be supported in writing by the relevant professional involved, such as a Social Worker or, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference). On receipt of the medical certificates/letters the case will be referred to the Admissions Committee for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.
- 3) **Evidence of church affiliation for children who have strong church connections.** In the case of Voluntary Controlled Church of England Primary Schools, priority can be claimed on religious grounds if evidence is provided to show that the family and the child are active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those who worship at least once a month over a period of a year to the closing date for applications. This should be in the form of a supporting letter from the Minister of the parent's church submitted at the time of the application.
- 4) **Children with an older sibling attending the school at the time of admission.** A sibling is defined as a brother or sister, step-brother or step-sister, and half- brother or half-sister. A sibling must be living at the same address and may not be a cousin or other relative.

You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2018. Children who have an older sibling attending St. Andrew's and who are also entitled to 30 hours education will be placed first, followed by children entitled to 15 hours.

- 5) **Proximity.** Once places have been allocated using criteria 1, 2, 3 and 4 any remaining places are allocated on the basis of relative proximity to the school. Distance will be determined by measuring the shortest, suitable walking distance to the preferred school. In the event of a tie break situation, then any final place will be decided by the drawing of lots. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up shortcuts are not taken into account in calculating walking distances, even if they are public rights of way. Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school applied to. In the event of a tiebreak within a block of flats, those living furthest from the communal entrance will be given priority.

## **Additional Information**

### **Applications**

Applications for Nursery September 2018 can be made from Monday 25<sup>th</sup> September 2017 and will close Monday 15<sup>th</sup> January. St. Andrew's Nursery can admit children each term if places are available. Parents will be asked for the child's birth certificate and proof of address once places have been admitted (April 2018). It is advised that parent's apply to numerous Nursery settings due to high interest and limited places. Unsuccessful applicants will be placed on a waiting list based on the previous criteria until a place becomes available.

### **Admission to Reception Class**

It should be noted that a place in St. Andrew's Nursery does not automatically guarantee a place at St. Andrew's Primary School. You must still apply for a place for your child to start school.

### **Absences**

Where a pupil has been on a long term absence and fails to return on the agreed return date and no mitigating circumstances, such as illness certified by a Doctor, have been offered, children will be removed from the school roll. If the child does not return on the agreed date the school will contact the family by phone and if there is no reply a letter will be sent.

### **Payment**

Methods of payment include cash, cheque and voucher schemes. If regular payment is not made, a reminder will be sent with the remaining balance. If payment is still not made children's hours will then be reduced to 15 hours, which is covered by the Government.

### **Eligibility for 30 Hours**

For families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. It's a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year.

For more information, <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>