

Policy for:

# Nursery Policy



**Committee: Admissions**

## Document Control

### A. Confidentiality Notice

This policy document has been approved by the Governing body of St.Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee.

### B. Document Details

<b>Classification:</b>	Admissions Committee
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<b>Current Document Approved by:</b>	Admissions Committee
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<b>Scheduled Review:</b>	November 2026 (2 Years)

### C. Document Revision and Approval History

Version	Date	Version Created by	Version Approved by	Comments
V2	10.11.2025	School	Admissions 11.11.2025	Reviewed by School Business Manager; Nursery Manager and Headteacher. No amends to Policy content – school branding and front page added
V1	March 2023	School	Admissions	Reviewed Admission & Attendance Officer

We will admit children into the Nursery provision throughout the year/on a termly basis dependent upon the number of spaces available. This will be for children from the first term after their third birthday when they are eligible for Nursery Education Funding.

We will provide 30 hours or 15 hours (government funded places) between the hours of 9am and 3pm.

Children will be admitted to the Nursery provision on the following criteria, in preferential order without regard to race, gender, disability or special educational need. In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names a particular Nursery as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants:

1. **'Looked after children'** (those who are in the care of the local authority see Section 22 of the Children Act 1989) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order) will be given priority should the school be oversubscribed.
2. **Children who have a sibling** (defined as brother or sister, half brother or sister, adopted brother or sister, stepbrother or stepsister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) who attend and will be in attendance at the school at the time of admission.
3. **Children who are eligible to apply for a Reception place in the next academic year.**
4. **Children will be offered a place in consideration of the number of sessions requested.**
5. **Children who are eligible to access greater than three terms of Nursery Education Funding prior to admission to Reception.**
6. **If any of the above are oversubscribed at the time of offer, the governors will decide based on distance to nursery.**

**Notes:**

- a) Appeals – parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors.
- b) Waiting lists – waiting lists for admission will remain open until a place becomes available.
- c) Applications – applications should be made directly to the School Office by date stated on application form. All applications will be considered after the deadline date and places allocated accordingly for the next term. No preference will be given to early applications.
- d) Offer of places – an offer of a place for the next term will be made in writing.

PLEASE NOTE: Applications and subsequent places offered do not guarantee admission to Reception. Applications must be made to the Local Authority by their admissions deadline. Admissions criteria for Reception will apply.