

ST LOUIS CATHOLIC PRIMARY SCHOOL



# **Admissions Policy (Nursery)**

## **Including Terms & Conditions 2019**

**'Ut sint unum' – That We May Be One**

ST LOUIS CATHOLIC PRIMARY SCHOOL

## Admissions Policy (Nursery)

### Background:

1. St Louis' Catholic Nursery is a service provided by the Governing Body (under Section 27 of the Education Act 2002), promoted by the Diocese of Northampton and maintained by Buckinghamshire Local Authority. Please note, your child may be offered a place in the Nursery however will not be on roll at St Louis school. Having a place in our Nursery does not mean you will get a place at our school. Please see separate guidance in our Reception Admissions Policy for how to apply for a school place. As a registered provider we are legally bound to meet the requirements of the Early Years Foundation Stage Framework and Ofsted regulations
2. The aims and values of our Nursery are in line with the aims and values of our school. We want to create a caring and stimulating learning environment where children are nurtured and flourish. As a Catholic Nursery our children are introduced to an environment where Christian values of love and respect are a central part to the way we all live and act.
3. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the Nursery. It is guided in that responsibility by requirements of the law, by the advice of the Diocesan Trustees, and its duty to the school and the Catholic Community.
4. The school primarily serves the Catholic Parishes of Aylesbury: St Joseph's and St Clare's, Our Lady of Lourdes and Guardian Angels.
5. We have places for a maximum of 30 children at any one time.
6. Parents wishing to apply for a place in the Nursery should refer to the most up to date information regarding our fee structure, arrangements for application and terms and conditions in Appendix 1 of this policy. **Please note we only offer 5 full days, 5 mornings or 5 afternoons.** There is no other combination of sessions available.
7. Places are offered up until the start of the Reception year in which your child would normally start school. If you decide to defer your school place your child would not be able to continue at St Louis Nursery as the place will have already been allocated to someone else.
8. Parents should complete the Nursery supplementary form if they feel they have any additional information e.g. faith background that can support their application (see also point 9 below)
9. Applicants are required to supply appropriate evidence to support their application (see also point 8 above and additional information for definitions)
10. Children holding a statement of Special Educational Needs or an Educational Healthcare Plan, naming the Nursery will be admitted according to the regulations and policy of the Local Authority.

The Governing Body will consider all applications according to the criteria set out below without reference to the ability or aptitude of the child.

In the case of over subscription the Governors will give priority to the children in the following order:

- A. Baptised Catholic Looked After children or children who have previously been 'looked after' see note under additional information
- B. All other Looked After children or children who have previously been 'looked after' see note under additional information
- C. Baptised Catholic children holding a statement of Special Educational Needs, an Educational Healthcare Plan naming the nursery or children eligible for Early Years Pupil Premium or Two Year Old Funding\* see note below
- D. All other children holding a statement of Special Educational Needs, an Educational Healthcare Plan naming the nursery or children eligible for Early Years Pupil Premium or Two Year Old Funding.\* see note below
- E. Baptised Catholic children of families who practise in the Catholic parishes of Aylesbury: St Joseph's and St Clare's, Our Lady of Lourdes or Guardian Angels and whose application is supported by a priest.
- F. Baptised Catholic children of families who practise in other Catholic parishes and whose application is supported by a priest.
- G. Other Baptised Catholic children.
- H. Children of teaching staff.
- I. Baptised children from other Christian denominations (including Orthodox) whose parents specifically wish them to receive a Catholic education, and whose application is supported by their priest or minister of religion.
- J. Baptised children from other Christian denominations (including Orthodox) and whose parents specifically wish them to receive a Catholic education and that are in sympathy with the ethos of the school.
- K. Unbaptised children from a Catholic family whose parents specifically wish them to receive a Catholic education, that are in sympathy with the ethos of the school and can provide supporting evidence of their faith commitment
- L. Unbaptised children from a Christian family (including Orthodox) whose parents specifically wish them to receive a Catholic education, that are in sympathy with the ethos of the school and can provide supporting evidence of their faith commitment
- M. Children from other faith backgrounds who have supporting evidence from their Ministers or Faith Leaders and whose parents are in sympathy with the ethos of the school.
- N. Children from other faith backgrounds whose parents can provide evidence other than a Faith Leader's signature and specifically wish them to receive a Catholic education and are in sympathy with the ethos of the school.

O. Applications not covered by any of the criteria A to N and whose parents are in sympathy with the ethos of the school.

*\*We are currently not offering any places for 2 year olds*

Within each category places will be allocated in the following order:

1. Children of teaching staff.
2. Children who have a sibling already at St Louis School.
3. Proximity of the child's normal home to school (straight line distance being measured by the LA between the normal home address and the school's nearest open entrance gate offering the closest first)

*For definitions of these terms please see 'Additional information' below*

All parents have the right to appeal against an unsuccessful application and details of how to do this will be sent out with the decision letter by the nursery.

### **Additional Information: Definition of terms**

**Parent:** By parent, we mean both natural parents, provided they were married to each other at the time of birth, or have subsequently married; any person who, although not a natural parent, has parental responsibility for a child; or any person who, although not a natural parent, has care of the child. If you are in any doubt, please contact the school for advice.

**EHC:** Although children who have an Educational Health Care plan are given priority in our Admissions Criteria it does not mean a place will be automatically allocated. This is because as a mainstream Nursery we may not be able to meet the needs of your child.

**Looked after child:** By this we mean a 'looked after child' or a child who was previously 'looked after' but immediately after being looked after became the subject of an adoption, residence or special guardianship order. A looked after child is a child who is a) in the care of a Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989)

*Please note definitions of the above are as follows:*

- *Adoption order: 'Under Section 46 of the Adoption and Children Act 2002'*
- *Residence order: 'Is an order setting the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989'*

- *Special Guardianship order: ‘An order appointing one or more individuals to be a child’s special guardian (or special guardians) under Section 14A of the Children Act 1989’*

**Catholic:** Means Baptised in accordance with the rites of the Catholic Church or enrolled with evidence, on a Catholic Baptismal programme in preparation for Baptism on a specified date.

**Practising:** Means weekly attendance at Sunday Mass.

**Teaching Staff:** Means a Teacher or Teaching assistant employed at St Louis School on a permanent contract either part time or full time.

**Christian:** Means a member of the Churches Together in England and Ireland or the Evangelical Alliance at the time that decisions are being made about admissions.

**Proof of membership must be provided by the parents and the appropriate church leader on the appropriate headed paper.**

**Normal home address:** By normal home address, we mean your child’s home address. This is your child’s address at the time you make your application for a place. We regard a child’s home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at this or his/her parent’s address. For further information about this please contact the school office.

**Sibling:** By sibling we mean a brother or sister. For admissions purposes we mean one of two or more individuals who have one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

We will only consider the pupil in primary school as a sibling if he or she is at the school in Reception to Year 6 at the time the allocations are made and is expected to be on the school roll at the time of proposed admission or who have already been offered a place to start in the current academic year at the school. We do not count children in our Nursery as a sibling for admission purposes.

**Distance –** home to school distance is measured by straight line and we adopt the methodology used by Buckinghamshire County Council. Where one place remains and the next two applicants are of equal distance from the school we will use random allocation to determine which child should have the place. In the case of a block of flats the lower floors will be treated as nearer than higher floors.

**Supporting evidence** - such as copies of Baptismal certificates, letters from Priests, Religious Leaders, evidence of Faith and any other supporting evidence must accompany the Nursery Supplementary Form or can be brought into the school office direct. This evidence must be verifiable i.e. applications that are countersigned by Priests, Ministers or Religious Leaders will need to be supported by headed paper and/or an official stamp. If there is any doubt about the authenticity of the supporting evidence (particularly if it has come from overseas) the school reserves the right to request additional evidence and information. Please note that for categories J and K marriage certificates are not considered to be evidence of parents' faith commitment.

**Applicants are responsible for providing any supporting evidence, in full and within the published time deadline. This form is available from our school website.**

## Appendix 1: Fee Structure, Terms & Conditions for St Louis Catholic Primary Nursery (February 2019)

### Important information:

Our offer prioritises Funded Free Entitlement 2, 3 and 4 year old places with fee paid sessions offered subject to availability. Please be aware we are currently not offering places for 2 year olds.

- ✓ Parents can register for both funded Free Entitlement sessions (eligibility must be confirmed) and fee paid sessions (See below for more details including the costs and timings of sessions). Sessions are allocated in line with the admissions criteria above. Please note we can only offer 5 mornings or 5 afternoons or 5 full days. There is no other combination available
- ✓ Funded Free Entitlement places are prioritised
- ✓ You will be required to sign an agreement with St Louis Nursery and this is a contract for the minimum of one term and a maximum of one year
- ✓ A signed Parent/Provider Agreement for a Funded Free Entitlement place must be completed before a funded period begins. This may be one term at a time or for up to three terms but a new form **must** be completed for each academic year.

There are three types of Parent/Provider Agreement for Free Entitlement forms:

1. Parent/Provider Agreement for Free Entitlement – 2 year-olds (PPA-2YO)
2. Parent/Provider Agreement for Free Entitlement – Universal 3&4 year-olds (PPA-U)
3. Parent/Provider Agreement for Free Entitlement – Extended 3&4 year-olds (PPA-E)

Any changes to information can be added later to the amendment form at the back

- ✓ There are no registration fees for any Funded Free Entitlement Places
- ✓ All fees must be paid half termly in advance. All fee paid sessions are non-refundable.
- ✓ Fees and Free Entitlement sessions do not include the cost of nappies, which you must provide.
- ✓ Breakfast is provided at Breakfast Club (included in the additional Breakfast Club fee) and is a combination of milk, juice, cereal and toast.
- ✓ You must provide a packed lunch for Lunch Club and there is a fee to be paid for the Lunch Club.
- ✓ Children do not wear school uniform at St Louis Nursery. We ask you to send your children to school in comfortable clothes that are named
- ✓ There is no deposit required to secure a place at St Louis Nursery though we reserve the right to change this in the future
- ✓ Additional ad hoc fee paid sessions may be available subject to availability. Any ad hoc session will be payable in advance.

**Our offer is as follows:**

There are 3 possible options: 5 morning sessions or 5 afternoon sessions or 5 full days. There is no other available offer. However, Breakfast Club and or Lunch Club can be added on to any of the three options.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Breakfast Club</b>	<b>8.00 – 8.30am</b> £2.50 per session	<b>8.00 – 8.30am</b> £2.50 per session	<b>8.00 – 8.30am</b> £2.50 per session	<b>8.00 – 8.30am</b> £2.50 per session	<b>8.00 – 8.30am</b> £2.50 per session
<b>Morning session</b>	<b>8.30 – 11.30am</b> Funded/paid £15 per session	<b>8.30 – 11.30am</b> Funded/paid £15 per session	<b>8.30 – 11.30am</b> Funded/paid £15 per session	<b>8.30 – 11.30am</b> Funded/paid £15 per session	<b>8.30 – 11.30am</b> Funded/paid £15 per session
<b>Lunch Club</b>	<b>11.30 – 12.30pm</b> Funded/paid £5 per session	<b>11.30 – 12.30pm</b> Funded/paid £5 per session	<b>11.30 – 12.30pm</b> Funded/paid £5 per session	<b>11.30 – 12.30pm</b> Funded/paid £5 per session	<b>11.30 – 12.30pm</b> Funded/paid £5 per session
<b>Afternoon session</b>	<b>12.30 – 3.30 pm</b> Funded/paid £15 per session	<b>12.30 – 3.30 pm</b> Funded/paid £15 per session	<b>12.30 – 3.30 pm</b> Funded/paid £15 per session	<b>12.30 – 3.30 pm</b> Funded/paid £15 per session	<b>12.30 – 3.30 pm</b> Funded/paid £15 per session

Our opening hours are as above, are term time only and cover 38 weeks of the year. There will be 5 days where the Nursery is closed for in service training (Inset days). These will always be the same as the school Inset days and can be found on our school website.

You can have the following combinations of nursery provision:

- A Funded place for 15 hours (either 5 mornings or 5 afternoons)
- A Funded place for 15 hours with additional Breakfast Club and/or Lunch time Club (which you need to pay for)
- A Funded place for 15 hours with or without Breakfast Club and/or Lunchtime Club and pay for an additional 15 hours (5 full days)
- If you are eligible, a Funded place for 30 hours with or without the Breakfast Club and/or Lunchtime Club [which you need to pay for] (5 full days)
- When you book your sessions you will receive an invoice/confirmation of your booking. Any funded places will be shown as a zero on your invoice. This is to help you see more clearly which sessions you have to pay for

**Please note:**



- expressing a preference does not guarantee a place in your preferred option
- Availability of 2 year old places is reserved for funded 2 year olds only (these places will not be available until Sep 2020 at the earliest)
- If you are requesting a 30 hour funded place this will be subject to a valid eligibility code that we have to verify with Bucks County Council. In the event you have reserved a 30 hour place and you cannot produce an eligibility code you will either have to reduce the number of sessions or be subject to the relevant fees.

### Information on Free Entitlement Funding

- ✓ Funded Free Entitlement hours are free at the point of delivery with no additional payments due

### Two-year-olds

- ✓ A child will be entitled to the free hours from the academic term **after** both of the following conditions are satisfied: (1) the child has attained the age of two (2) the child or parent meets the eligibility criteria. Free childcare for 2 year olds Buckinghamshire County Council. Term cut off dates are fixed as 31st March, 31st August and 31st December. For example, a child who turns two on 2nd April will not be eligible to take up a place until September even if the academic Summer term starts on 3rd April.
- ✓ Assessment and proof of eligibility: a parent/carer must confirm eligibility before a place can be offered as an ineligible child will not be funded. Proof of eligibility exists when the parent/carer is able to show the provider a written statement from BCC confirming the child's name, date of birth and date of eligibility. BCC EY Commissioning must always check the details of families before eligibility can be confirmed. Statements of eligibility issued by BCC have a tear off slip for the provider to complete and return to EY Commissioning. Buckinghamshire County Council. 4th Floor, County Hall, Walton Street, Aylesbury, Bucks, HP20 1UZ
- ✓ Once eligibility is established, BCC will continue to fund a child who continues to access a place until the end of the term following their third birthday, when they can take up the universal offer as a three-year-old. This two-year-old place will continue to be funded even if the family circumstances change and they no longer meet the eligibility criteria.
- ✓ Should a two-year-old find they meet the eligibility criteria or move into Buckinghamshire part-way through the year, then BCC will pro-rata the funding accordingly. For example, a child who starts one week after the start of the term will lose one week's funding calculated as 15 hours under the term time only offer and the weekly Standard Hours under the stretched offer.
- ✓ **Out of county residents:** BCC does fund eligible two-year-olds for the free entitlement who are not resident in Buckinghamshire where BCC and that Local Authority have entered into a reciprocal funding agreement. Providers should contact the Early Education Broker on 01296 387000 where this situation arises.
- ✓ If you have any queries relating to two-year-old funding please contact the EYC Commissioning Team on 01296 387000 or by email at [2yearoldfunding@buckscc.gov.uk](mailto:2yearoldfunding@buckscc.gov.uk)

### Three- and four-year-olds (universal entitlement)

- ✓ All three-year-olds are entitled to access early education funding from the start of the term following their third birthday. They remain eligible for up to two academic years before they reach compulsory school age or until they are admitted to a reception class of a school. The 570 free hours per year need to be taken over no fewer than 38 weeks of the year (i.e. 15 hours per week) and up to 51 weeks of the year where the entitlement is stretched.

- ✓ Should a three- or four-year-old take up their entitlement place after their eligibility date or move into Buckinghamshire part-way through the year, then funding will be applied pro-rata. For example, a child who starts one week after the start of the term will lose one week's funding calculated as 15 hours under the term time only offer and the weekly Standard Hours under the stretched offer.

### Three- and four-year-olds of working parents (extended entitlement)

- ✓ A child will be entitled to the additional free hours from the term **after** both of the following conditions are satisfied: (1) the child has attained the age of three; (2) the child's parent has a current positive determination of eligibility from HMRC.
- ✓ **The child's parent must apply for the additional entitlement through the Government's online Childcare Service. Eligibility for the additional free hours is determined by HMRC through this online application. <https://childcare-support.tax.service.gov.uk/par/app/applynow>**
- ✓ The additional 570 free hours per year need to be taken over no fewer than 38 weeks of the year (i.e.: 15 hours per week) and up to 51 weeks of the year where the offer is stretched. **The additional hours will only be funded at the start of the term following the "yes" decision by HMRC providing the parent receives the eligibility code start date by either 31st March, 31st August and 31st December.** For example, an eligibility start date of 1st January means the additional 15 hours will not be funded till 1st April.

### Other Important things to remember:

- ✓ Once your child's place is confirmed your sessions have been secured until the point your child is due to leave for school. If you wish to reduce (half terms notice) or increase (subject to availability) your child's sessions prior notice is required, please speak to the office for further information
- ✓ If you wish to leave St Louis Nursery you will have to give us half a term's notice. Our terms and half term's follow the same dates as the main school. If you wish to leave sooner than this you can but you will not be able to claim Free Entitlement funding with another provider for the remainder of that half term unless the child meets exceptional criteria, as agreed by Buckinghamshire County Council
- ✓ If you are claiming an Extended Entitlement (30 hour) funded place it is your responsibility to reconfirm your eligibility code every 3 months with the HMRC. If you don't and eligibility is not agreed then the extended entitlement place could be lost following a grace period.
- ✓ You can access Funded Free Entitlements over a maximum of 2 sites in a single day
- ✓ If you are using more than one site then this information must be provided by you on the parent/provider agreement form
- ✓ If you do decide to use more than one site (i.e. St Louis Nursery and somewhere else) and are eligible for the extended entitlement you must declare which setting you are claiming the universal hours from (15 hours) and which one you are claiming the extended hours from (the additional 30 hours) on your Parent/Provider Agreement form
- ✓ Children who are eligible for funded places will be able to have a 'settling in' period over a maximum of 3 weeks, provided a parent/provider agreement is in place. By the end of the 3 weeks your child must be attending the hours as set out in the agreement
- ✓ You will be required to pay a charge of £10 per child per term to cover the cost of fruit/milk and ingredients for cooking activities. There may be a further small additional charge in the summer term for sunscreen
- ✓ You will be required to pay a 'late charge' of £5 for every half hour that you are late beyond the session end time

- ✓ You will still be required to pay for any booked sessions of breakfast club, lunch club, am and pm sessions if you are away on holiday or off sick
- ✓ If you do not pay your invoices within the time given (half a term) you will not be able to access any paid sessions until the invoice has been paid. Please note we will still seek payment of the invoice whether the paid sessions have stopped or not
- ✓ If you do not get offered a place at St Louis Nursery we will put your application on a waiting list and manage it in line with our admissions criteria as set out in our admissions policy

Once you have been offered a place and the parent/provider agreement form has been signed:

- ✓ You will be asked to complete a short booklet about your child, telling us about their likes and dislikes
- ✓ You will be asked to complete a child record form with emergency contacts on etc so that we always know how to get hold of you
- ✓ You will be invited to an information meeting

At St Louis School we have a very inclusive, diverse school community and we expect our Nursery to be the same. As such we welcome all children and their families regardless of their cultural background, economic circumstances or faith. We support children with SEND and actively promote equal opportunities and British values. We will always try to be as flexible as possible to meet the individual needs of our children whilst always considering the effect this may have on children who are already attending the setting

**Other useful information:**

- You can check whether you are eligible for free childcare at <https://www.childcarechoices.gov.uk/>
- For full details of the LA management of the free entitlement for 2, 3 and 4 year olds please see Buckinghamshire County Council’s guidance on : Local Management of the Free Entitlement for 2, 3 and 4 year olds

**Name of Child:** .....

**Signature of Parent:** .....

**Name of Parent:** .....

**Date:** .....