

ST LOUIS CATHOLIC PRIMARY SCHOOL



# **Admissions Policy (Nursery)**

## **Including Terms & Conditions 2025-26**

**'We work together', 'We pray together', 'We grow together'**

ST LOUIS CATHOLIC PRIMARY SCHOOL

## Admissions Policy (Nursery)

### Basic Information

Our school runs a designated Nursery for children who are rising four with a limited number of places for rising 3's. 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 operate.

The Nursery operates under the Governance of the school which is itself part of the St Thomas Catholic Academy Trust (STCAT). As a registered provider, we are legally bound to meet the requirements of the Early Years Foundation Stage Framework and Ofsted regulations.

We offer the 30-hour entitlement, meaning that children can attend for six hours a day, with the option of a chargeable lunch club.

Our expectation is that all children who are offered a place should attend every morning and/or every afternoon sessions each week, following a staggered start. The Pre-School is open Term time only.

Sessions are offered as follows:

Morning sessions: 8.30am - 11.30am Afternoon sessions: 12.30pm - 3.30pm

Parents of children attending both morning and afternoon sessions should note that there is a £5 daily charge for a child to remain in Nursery for their lunch break.

Parents can apply for a place in the Nursery to start in the Autumn Term. If by January, the class is not full (max 30 places) parents may apply for a place for their child in the Nursery in the Spring or Summer Term, please see admissions timetable of the admissions policy.

Applications for a place in the Nursery should be made directly to the school. In the event of over subscription, please refer to the admissions rules criteria outlined in the admissions policy.

**Applications for Nursery are managed by the school.**

**There is no right to appeal for Nursery places, as there are no statutory guidelines until children reach statutory school age (5).**

**A Nursery place does not provide automatic entry to our Reception classes.**

## Nursery Admission Policy

### Context

The school Local Academy Committee is responsible for determining and administering the policy relating to the admission of Nursery pupils. It is guided in that responsibility by the requirements of the law and the guidance of the Diocese and St Thomas Catholic Academies Trust.

The Local Academy Committee reserves the right to operate a single session each day (morning session) if there are too few applications to operate two sessions at any given term.

1. Nursery has a maximum capacity of 30 places at any one time.
2. Parents wishing to apply for a Nursery place for their child 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.
3. The closing date for applications for September of the next academic year is 3<sup>rd</sup> of March. Allocations for September will be made in April.
4. Parents may add their child's name to our waiting list. After the initial allocation in April places will continue to be allocated until all sessions are filled according to the admission criteria.
5. Please note that parents who decide to defer a Reception School place for their child (which ever school is offered to you) may **not** be able to continue to have a place at St Louis Nursery as the place will have already been allocated to another child.
6. Applications will be ranked according to the admission criteria where there is over subscription.
7. Parents wishing to apply for a place for their child in Nursery must complete a Nursery Registration Form and agree to the terms and conditions.
8. Places are allocated until all sessions are full. Subsequent spaces will be offered with regard to waiting list and application of the admission criteria.
9. 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.

### Funded Hours

A child is entitled to 15 hours a week, funded learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year.

For those eligible for 30 hours' free childcare it is the responsibility of the parent/carer to ensure they have a valid/renew their eligibility code. This must be done before the start of each term, i.e. by 31st August for Autumn Term, by 31st December for Spring Term and 31st March for Summer Term.

For those eligible for 15 hours' free childcare but not the 30 hours, additional sessions may be available privately.

If a child is away for more than the allotted 4 weeks as stated in their funding, then their place will be offered to another child.

## Admission Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Where reference is made to “relevant parish(es)”, this is the parish that the school resides in.

1. Looked after and previously looked after children, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Baptised Catholic children who are resident in the relevant parish(es) for whom the school is the nearest Catholic school
3. Baptised Catholic children who are resident in other parish(es)
4. Other Baptised Catholic children
5. Children of teaching staff
6. Baptised or dedicated children of other Christian denominations (including Orthodox) whose parents wish them to have a Catholic education and whose application is supported by a Minister
7. Baptised or dedicated children of other Christian denomination (including Orthodox) whose parents wish them to have a Catholic education and that are in sympathy with the ethos of the school
8. 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
9. Children from other faith backgrounds who have supporting evidence from their Minister or Faith Leaders and whose parents are in sympathy with the ethos of the school
10. 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
11. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Children of teaching staff
- (ii) Siblings who are attending St Louis School
- (iii) Other pupils within the category who do not fit into provision (i) and (ii) outlined above.

**Original Birth certificates, funding codes and completed admission and consent forms must be submitted to the school by the published deadline to secure sessions.**

## **Definition of terms:**

### **Parent**

- This is defined in law (The Education Act 1996), as either:
- both natural parents as long as they were married to each other at the time of the birth, or have married each other since; or
- any person who has 'parental responsibility' for the child or young person (defined in Children Act 1989); or

### **Looked After**

Looked after children as defined by the LA, including previously looked after who were looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

The Code offers definitions as follows:

- Adoption order: 'under Section 46 of the Adoption and Children Act 2002'
- Child Arrangements Orders: 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's Act 1989 and Children & Family Act 2014.
- A 'child arrangements order is one setting the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8 as amended by the Children and Families Act 2014, Section 14).
- 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's Act 1989

### **Sibling**

By sibling we mean a brother or sister. This means a brother or sister of the whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

For the main point of entry: Siblings of children who are attending St Louis School in Year R to Year 5 at the time the allocations are made, and are expected to be on the school roll at the proposed time of admission, or who have already been offered a place to start in the current academic year at the school.

For immediate in year admission after the normal point of entry: Siblings are people who are in Year R to Year 6 at the time of admission.

In the case of twins, if only one child could be offered a place and there were twins (or higher multiples of birth) as the next allocation then the school would admit both (or higher multiples of birth) even if this goes above the admission number of the Nursery.

## Pre-School Lunch Club Policy

Our lunch club is available to all children attending Nursery on any day they attend the setting and is supervised by a member of the Nursery Staff and midday supervisors.

The cost for the Lunch Club is to cover the running of the session. This does not include lunch – please see below.

Nursery Lunch Club Payments will be on your half termly invoice on School Gateway or Tax-Free Child-Care Vouchers.

Please note that Lunch Club fees have to be paid even if your child is unable to attend a session due to illness, holidays or any other reason, as your fees are used to pay for the running costs of the club.

Parents must inform the school office of all non-attendance on the Nursery email address

nursery@stlouisrcc.bucks.sch.uk

## Applying for a Place

A Nursery Registration Form should be completed in order to apply for a place. The form is available from the school office, or the website.

Parents are welcome to apply for a place at any time. If there are vacant places, applications will be considered individually according to the stated criteria.

Parents may express a preference for a particular session of attendance and the school will make every effort to accommodate those preferences, where possible. The final decision as to when a child is admitted, the number of hours a child is able to attend and their pattern of attendance, rests with the Headteacher.

## Admission Timeline

The governors will consider applications in accordance with the admission rules.

Parents will be informed of their decision within 15 school days of the application deadline.

Term of Entry	Application Deadline	Notes
Autumn Term	End of Spring Term	This is our main intake for the academic year and cannot guarantee a place or first choice after this date
Spring Term	End of September	Ranked according to our admissions rules and offered based on availability
Summer Term	End of January	Ranked according to our admissions rules and offered based on availability

Any child not offered a place due to no vacancies will be added to the waiting list.

Applications for earlier admission will not be considered.

## Fee Structure, Terms & Conditions

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 admitting 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.
- Funded Free Entitlement places are prioritised
- 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) (15 hours per week)
3. Parent/Provider Agreement for Free Entitlement – Extended 3&4 year-olds (PPA-E) (30 hours per week)

### **Fees**

- There are no registration fees for any Funded Free Entitlement Places
- There is no deposit required to secure a place at St Louis Nursery though we reserve the right to change this in the future

### **Further Information**

- Fees and Free Entitlement sessions do not include the cost of nappies, nappy sacks and wipes. These must be provided by parents.
- Parents must provide a packed lunch for Lunch Club. There is a fee to be paid for Lunch Club.
- Children do not wear school uniform at Nursery. We ask you to send your children to school in comfortable clothes that are also suitable for messy activities
- If a child is absent for more than four weeks due to a family holiday or pilgrimage, their place will be offered to the next child on our waiting list and their funding will be stopped. Parents may reapply for a place on return.
- Children absent for a long period of time due to sickness will need to be recorded with a doctor's certificate. Their funded hours may be temporary reallocated; however, each case will be assessed individually.

## Our offer is as follows:

There are three possible options:

- All morning sessions as available
- All afternoon sessions as available
- Full days

There is no other available offer.

If attending full days there is an expectation that the child will attend lunch club (payable) each day.

Lunch club can also be added to the end of a morning session or beginning of an afternoon session and is chargeable. This must be booked and paid monthly in advance. Adhoc sessions are not possible.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Breakfast Club</b>	8.00-8.30 am £3.50 per session	8.00-8.30 am £3.50 per session	8.00-8.30 am £3.50 per session	8.00-8.30 am £3.50 per session	8.00-8.30 am £3.50 per session
<b>Morning session</b>	8.30 – 11.30 am Funded/paid £20 per session	8.30 – 11.30 am Funded/paid £20 per session	8.30 – 11.30 am Funded/paid £20 per session	8.30 – 11.30 am Funded/paid £20 per session	8.30 – 11.30 am Funded/paid £20 per session
<b>Lunch Club</b>	11.30 – 12.30pm Paid £5 /session	11.30 – 12.30pm Paid £5 /session	11.30 – 12.30pm Paid £5 /session	11.30– 12.30pm Paid £5 /session	11.30 – 12.30pm Paid £5 /session
<b>Afternoon session</b>	12.30-3.30 pm Funded/paid £20 per session	12.30-3.30 pm Funded/paid £20 per session	12.30-3.30 pm Funded/paid £20 per session	12.30-3.30 pm Funded/paid £20 per session	12.30-3.30 pm Funded/paid £20 per session

\* Prices subject to review each September

Our opening hours are as above, are term time only and cover 38 weeks of the year.

## The following combinations of Nursery provision are available:

- A Funded place for 15 hours
- A Funded place for 15 hours with Lunch Club (payable)
- A Funded place for 15 hours with Lunch Club and pay for an additional 15 hours (equivalent to 5 full days)
- If you are eligible, a Funded place for 30 hours with Lunch Club (payable)

Invoices are half termly, paid in advance and will have a breakdown of your paid sessions. Payment is required to be made via your School Gateway Account which will be set up when a child starts in Nursery.



## Key Information

- A months notice is required to change paid sessions.
- Parent's wishing to withdraw their child from St Louis Nursery are required to give one month's notice. Our term dates follow the same dates as the main school. Parent's wishing to withdraw their child sooner than this are able to but 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 Council.
- Parents claiming an Extended Entitlement (30 hour) funded place must be aware that it is their responsibility to reconfirm their eligibility code every 3 months with the HMRC. In cases where eligibility is not agreed then the extended entitlement place maybe lost following a grace period.
- Parents can access Funded Free Entitlements over a maximum of two sites in a single day
- Parents using more than one provider must inform each provider of the situation on the parent/provider agreement form
- Parents who decide to use more than one provider (i.e. St Louis and somewhere else) and are eligible for the extended entitlement must declare which setting they are claiming the universal hours from (15 hours) and which one they are claiming the extended hours from (the additional 15 hours) on the Parent/Provider Agreement form
- Children who are eligible for funded places will be able to have a 'settling in' period over a maximum of four weeks, provided a parent/provider agreement is in place. By the end of the four weeks the child must be attending the hours as set out in the agreement
- Parents are required to pay a late charge if their child is not collected at the end of their session. Charges will apply from the end of the session. There is a £5 charge for late collection up to 10 minutes late and an additional £1 for every minute thereafter.
- Parents are still required to pay for any booked sessions, lunch club, morning and afternoon sessions if the child is on holiday or off sick. Booked unused sessions are not transferrable to alternative days.
- Payment for invoices must be made monthly in advance and by the invoice deadline. Parents 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.
- Parents who are not offered a place at St Louis Nursery will have their applications placed on a waiting list and managed in line with our admissions criteria as set out in our admissions policy

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

- Parents will be asked to complete an information sheet about their child, telling us about their likes and dislikes
- Parents must complete an application form which records all information that we require to know about a child.
- The original Birth certificate (Full Version) must be submitted to the office to be copied.
- Parents will be invited to a meeting prior to their child starting Nursery.

At St Louis School, we have a very inclusive, diverse school community and 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:

- Eligibility for free childcare can be checked at <https://www.childcarechoices.gov.uk/>
- For full details of the Local Authority management of the free entitlement for 2, 3 and 4 year olds please see Buckinghamshire 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:** .....