St Mary's Catholic Primary School

Nursery Admission Arrangements

For free entitlement places for 3 & 4 year olds

APPROVED BY: GOVERNING BODY

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ADMISSION ARRANGEMENTS
For free entitlement places for three and four year olds

The free childcare entitlements are:

- 15 hours free early education per week, for 38 weeks of the year (term time), which equates to up to 570 hours over the year. This is a universal entitlement for all 3 and 4 year olds.

- 30 hours free early education per week for 38 weeks of the year (term time), which equates to up to 1140 hours over the year. This is for 3 and 4 year olds from working families that meet the eligibility criteria. The 30 hours entitlement will consist of: the current 15 hours universal entitlement which will be extended by an additional 15 free hours. The additional 15 free hours will be known as the 'extended entitlement'.

The extended entitlement aims to support working parents and parents wishing to take up work or increase their working hours and will create a saving for eligible working families of up to £5,000 a year.

In this school we offer the following patterns of provision:

Universal entitlement for a 15 hour free place:

- 5 mornings a week or 5 afternoons per week
- 8.45am – 11.45am morning session
- 12.20pm – 3.20pm afternoon session

Extended entitlement for a 30 hour free place:

- 5 days a week
- 8.45am – 3.20pm

Please note: Parents can purchase a meal from school or provide their child with a healthy packed lunch.

Admission arrangements:

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term after their third birthday ie. At the start of term in September, January or April.

15 hours universal place:
Parents must submit an application form for a nursery place to the school. The school will then offer a place in writing if a place is available.

All parents must complete a Parent Declaration Form before their child takes up a place. In addition, parents are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated in order of date of application being received.

Extended entitlement for 30 hour free place:
The parent must apply through the government's Childcare Service website: www.childcarechoices.gov.uk. Parents who need assistance to apply or do not have access to the internet can contact the school office who will help with the application. A child's eligibility will be determined by Her Majesty Revenue & Customs (HMRC). If the parent disagrees with the eligibility outcome there is a review and appeals process which is managed by HMRC. Successful applicants will be given an 11 digit eligibility code.

On receipt of the Eligibility Code the parent can contact the school to find out if there are any places available. To apply for a 15 hour extended entitlement place the parent will need to complete a Parent Declaration Form and a school application form.

The school will undertake a validation check on the eligibility code. Only applications to take up the full 15 hours extended entitlement will be considered. The following criteria will be applied to all applicants whose eligibility code has been validated:

- If there are more places available than applications
    - All children will be offered a place

- If there are more applications than places then the following criteria will be applied in order:
    - Children who will have their fourth birthday during the current academic year and would only have the opportunity to benefit from three terms of nursery education
    - Children who will have their third birthday during the spring term of the current academic year
    - Children who will have their third birthday during the summer term of the current academic year

Extended entitlement to pay for extra nursery hours:
Requests from parents who wish to pay for extra sessions will be considered once the free entitlement for 15 hour places and funded 30 hour places have been allocated. If there is availability after priority has been given to the free entitlement pupils then the remaining sessions will be allocated on a termly basis. Payments for extra sessions are to be paid for via Arbor.

Oversubscription Criteria – As per the Admission Policy 2027/2028

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

1. Catholic looked after and previously looked after children
2. Catholic children who are resident in the parishes of St Mary's, Edlington
3. Other Catholic Children
4. Other looked after and previously looked after children
5. Catechumens and members of an Eastern Christian Church
6. Children of other Christian denominations whose membership is evidenced by a minister of religion
7. Children of other faiths whose membership is evidenced by a religious leader
8. Any other children

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

(i) Where evidence is provided at the time of the application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above

Once all places have been allocated, further applications will be included on a waiting list and places will be allocated in accordance with the above criteria.

Tie Break/Address
Priority will be given to children living closest to the school determined by the shortest distance. For the purposes of deciding whether a child lives in the catchment area of the school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Change in circumstances regarding a child's eligibility for a 30 hour place

If a parent's circumstances change and their child is no longer eligible for a 15-hour extended entitlement place, a grace period will apply. This will allow the child to continue accessing their place until the specified grace period end date.

After the grace period has ended, the child will no longer be eligible to receive the 15-hour extended entitlement. However, they will continue to receive their 15-hour universal entitlement.
In these circumstances, the parent and the school will agree an attendance pattern for the child's 15-hour universal entitlement place.

Waiting list
The waiting list for 15 hours extended entitlement place will be maintained by the school from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the criteria described above.

Complaints
If you feel that the admission arrangements in this document have not been fairly applied to your child then you may register a complaint with the school through the complaints procedure.

Admission into Reception
Obtaining a place in our school nursery **does not** guarantee your child a place in our school for entry to Reception class. There is a different admission policy that applies for admission to primary school entry. You must follow Doncaster Council 'Schools Admissions' procedure and apply via Doncaster council before the closing date.