

SAINT PAUL'S CE PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY 2018/19

1 Introduction

- The total number of full-time equivalent places available is 39.
- Places at St Paul's Nursery will be full time. (some places may be allocated differently on a case by case basis) Full time places follow the school's academic year. The Nursery will be closed outside term time.
- For all children, places for 2018/19 will be free of charge.
- In order for the school to sustain full time Nursery provision, parents who are applicable for the 30 hour 'Childcare Choices' must register online and pass the code on to the school office.
- A full term's notice will be required from any parent wishing to withdraw their child from any nursery place.
- Parents/Carer's must show proof they are living at a postal address upon application. (e.g. council tax bill)

2 Priorities for admission

In considering applications, we will use the same priorities for admission as those set by the Local Authority for admissions to the main school and they will be applied to ensure that the nursery is full.

The priorities are:

- 1 Children in Local Authority care
- 2 Children with exceptional medical/social needs
- 3 Siblings of children who already attend St Paul's and who are living at the same address
- 4 Distance from the school as measured by 'Freemapstools' distance tool.

Parents/Carer's should note however that admission to nursery does not guarantee a place in the main school

3 Criteria for free full-time places

Free full-time places will only be available to children who are resident in Manchester (defined as children in households paying council tax in Manchester or who are in Local Authority care).

4 Induction

The school reserves the right to negotiate induction arrangements with parents/carers where this is felt to be appropriate to the particular needs of the child concerned.

5 Applications

- Application forms are available from the school office, where they should be returned by 8th March 2019. Parents/carers will be informed by March 15th 2019 if their application has been successful.
- Parents/carers applying for a full-time place will be informed at the same time whether they qualify for a free full-time place or need to pay the top-up fee (if applicable)
- All parents must submit an application form, even if the child already has a sibling in the school.
- If a parent/carer believes that the treatment of their application has not been in accordance with this policy, they are entitled to use the school's Complaints Procedure.
- ***Please note that a successful Nursery application does NOT guarantee a place in the main school. This can only be secured by a successful application to the Local Authority at the appropriate time. The Governing Body is NOT the admissions agent for places in the main school.***

Signed: _____

Matthew Shanahan (Chair of Governing Body)

Date: _____