



# St. John's CE Primary School Nursery Admissions Policy



September 2022-2023

Generally, children will be admitted to St. John's CE Primary School Governor-run Nursery in September of the academic year in which they become four years old.

Eligibility for all three years olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child leaves the nursery setting for reception class.

Funding will need to be signed for termly and the necessary documentation will be supplied at these times from the school office, however parents will need to apply for the additional 30 hour funding prior to each term. More information can be found here: <https://www.staffordshire.gov.uk/Children-and-early-years/Childcare/Childcare-for-3-to-4-year-olds/30hourpilot.aspx>

## **Funding dates:**

1st September until the 31st December.

1st January until the 31st March.

1st April until 31<sup>st</sup> August.

**Please note that attendance at our nursery school does not automatically guarantee a place in our Reception class.**

Places for Reception class must be applied for via the county admissions website: <https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>

## **Available Sessions:**

Currently, we are flexible with the Nursery sessions that we offer: parents can choose full or half days depending on availability.

Mornings: 9am until 12pm.

Afternoons: 12pm until 3pm.

If you would like to visit our Nursery and meet the staff, please call the school office to make an appointment and we will be happy to show you around.

Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery.

Most children will start at the nursery at the start of the term. Other children may join us at other times.

**How to apply for a nursery place:**

Places are allocated on a first come first served bases. To apply for a place, please contact the school office. Should we be oversubscribed, we will follow the 'Admission to Primary School' criteria in line with Staffordshire County Council.

**Admissions appeals:**

If a nursery place is refused, parents can go through the schools complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery is full.

**Waiting lists:**

Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of Staffordshire County Council's admission criteria.

**Uniform:**

Children attending are expected to wear the St. John's uniform. The policy can be found on the school website in the policies section.

**If you have require any further information, please contact the school office and a member of our team will be pleased to help you.**