



ADMISSIONS POLICY NURSERY 2022-2023

Antrobus St Mark's CE Primary School operates a single class catering for Nursery and Reception children in a foundation unit. It is staffed by a qualified teacher and a teaching assistant. It can accommodate up to 28 children in a session- 15 reception children (who are admitted under a separate admissions policy) and 13 nursery aged children. The School is open from 8.45am to 3.15pm, Monday to Friday, 38 weeks per year. This policy deals with admissions into Nursery only.

Free entitlement to Nursery provision

From 2010, parents have been able to access their child's free 15-hour entitlement to Nursery provision at either an individual setting or a combination of any 2 settings, regardless of whether they are private, voluntary, independent or maintained settings. All 3 and 4-year olds are entitled to receive 15 hours per week for 38 weeks of the year of high quality Early Years provision.

From September 2017 you may also be eligible for 30 free funded hours, of which some may be used for before and after-school care on site from 7:45- 8:45am (breakfast club) and 3:15-6pm (after school club). Please contact Miss Perry or Mrs Murphy/Mrs Lawless in the office for more information on eligibility and how to apply.

Admission criteria

A child is eligible for admission to nursery education at the start of the term of his or her 3rd birthday. So, a child of 2 years 9 months may attend although this would need to be a paid place until the free funding starts on the term after they turn 3.

Following their 3rd birthday, children may be admitted, subject to availability and admissions criteria. Priority will be given to 3 and 4-year-old children who are eligible for the free early year's entitlement.



Admissions for the free entitlement will be prioritised in the following order:

1. Children in need, as defined by the Children Act 1989. These children will either be referred to the School through Social Services or through a Health Authority.
2. Children for whom there are particular medical or social reasons that, in the view of the Governing Body, justifies admission to nursery education at the School.
3. Children whose exceptional personal/domestic circumstances justify admission to nursery education at the School. Applications for admission in these circumstances are made to the School by a Parent/Carer and are determined by the Head Teacher.
4. Other children living in the borough of Cheshire West and Chester.
5. Children who live outside the borough of Cheshire West and Chester.

In the event of the nursery being oversubscribed, children living nearest to the School will be given priority measured using an Ordnance Survey address point system which measures straight line distances in miles from the address point of the School to the address point of the place of residence.

To ensure that the oversubscription criteria are applied consistently at each admission, they will be applied in the order specified above. Please note that length of time on a waiting list will not be taken into account.

Any available places following the allocation of free entitlement places will be allocated on a charged basis in accordance with the above criteria to applications of children who have turned 3 and subsequently to additional charged sessions for children already accessing the free entitlement.



How to apply

Application forms are available via the school office (01606 288800) or they can be requested electronically from admin@antrobus.cheshire.sch.uk

Timing of applications

Please note the following closing dates for applying for a nursery place:

Applications in before 31st August for children starting/ attending in Autumn term.

Applications before 31st December for children starting/ attending in Spring term.

Applications before 31st March for children starting/ attending in Summer term.

Late applications

Where places are remaining, late applications will be possible up to the specified admissions limit.

Extra sessions

Parents/Carers may be able to take up extra sessions beyond the 15 hours free entitlement, depending on the availability of places up to the specified admission limit. These extra sessions will be charged at the rates set out in our charging policy.

Flexible entitlement

Flexibility is as defined below:

- The 15-hour weekly entitlement must be provided in sessions of a minimum 3 hours
- in length and a maximum 10 hours in length
- Sessions must be taken in hourly units
- The entitlement must be provided over a minimum of 38 weeks



In our Nursery we offer flexible provision within the school day, which is agreed between us and the Parents on a termly basis, taking into account the operational needs of the setting and demand levels at peak times. The timing and availability of places will be subject to the limit of a maximum of 28 children in the Foundation Unit at any one time, which includes up to 13 Nursery children in accordance with the published admission number.

Please note that we expect children to be toilet trained or to be actively being toilet trained upon their entry into the nursery unless there are medical reasons as to why. If children are not then independently going to the toilet within an agreed time, a care plan will need completing. Thank you.

Admission to Reception

Children are admitted into Reception in the September following their 4th birthday. Our annual published admission number is set at 15. Admissions into Reception are handled centrally by the Local Authority and Parents can apply on-line at:

www.cheshirewestandchester.gov.uk

Please note that enrolment in Nursery does not give an automatic right for a child to move into Reception at Antrobus St Mark's CE Primary School. A separate application still needs to be made for Nursery children who wish to start school here.

Complaints about admissions

We believe that complaints should be resolved as quickly as possible. Complaints about admission need to be resolved with all due haste because of the time scale involved. If the complaint cannot be resolved by the Head Teacher you may take your complaint to the Local Authority or to the Local Government Ombudsman. The School will provide a copy of the Complaints Policy and details of how to contact the Local Authority or the Local Government Ombudsman upon request. Details of the Local Government Ombudsman's services can also be found at www.lgo.org.uk