



The Governing Body of St. Luke's Church of England School

Policy for Admission to an ODST Nursery

St.Luke's Nursery

For admissions from
September 2017

Policy Updated and Reviewed: [\(September 2017\)](#)

Policy Review Date: [\(September 2018\)](#)

As an academy the governing body is the admission authority and has the responsibility for setting these arrangements and for making decisions regarding admissions applications.

1. The Ethos of [St.Luke's Nursery](#)



At St Luke's, we work together to ensure that all of our children leave school with confidence and pride.

We believe that all children should be encouraged to become life-long learners, who are prepared to go out into the world with the resilience and skills needed to deal with successes and failures; and know how to learn from them.

We are an innovative and creative school, dedicated to seeking inspirational ways to engage and excite children. As a staff, we are avidly focusing on improving the quality of our provision and enrichment opportunities so as to truly reflect our aspirational ethos "to cherish, challenge, aspire and achieve. The school has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school."

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

2. Patterns of attendance available

The minimum entitlement to funded nursery education is 15 hours per week. The universal entitlement starts from the term after the child's third birthday. (based on a 3 term year). The Nursery may offer the 15 hours in a number of ways.

We are required to offer the Early Years Education Funding in a flexible way. Our school makes a core offer of:

- [Morning sessions of 8.45am to 11.45pm and](#)
- [Afternoon sessions of 12.30pm to 3.30pm and](#)
- [All day sessions of 8.45am to 3.30pm during term time only \(6 hours\) excluding lunch time club.](#)

3. Extended Hours

Some families may need a longer day; we can also offer nursery places in our governor-run before and after school provision. These sessions are:

- 8.00am – 8.45am before school and
- 3.30pm – 5.30 pm after school

The provision before and after school will differ from the core early years provision between 8.45am and 3.30pm, as there will be older children attending.

Before and after school childcare provision is made for all children (aged 3-4). The governing body manages this service and this means that the Early Years Education Funding for three and four year olds can be offered between 8.00am and 5.30pm making our nursery provision extremely flexible.

4. Charging

If you want to buy additional hours on top of the 15 funded hours you can do this during any of our opening times.

There is no charge for applying for a nursery place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits are compulsory.

Details about buying additional sessions/hours in the nursery are set out in the schools charging policy. A policy on charging for activities is available on request from the school and can be viewed on our website.

To secure your child's Nursery place you will need to pay a £50.00 deposit which is refundable on your first invoice.

5. School Lunches

Free School Meals (FSM) can be provided for children whose parents meet the eligibility criteria and if their child attends both before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attended for funded or bought time and regardless of their age.

Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

6. Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. 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. If you would like to visit St.Lukes Nursery, you should contact the school to make an appointment.

7. Applying for a place

Most children will start at the nursery at the start of the term or half-term. Other children join us “in-year” at other times. This may be because they are new to the area or would like to transfer from another early years’ provider.

To apply for a place here you must use the [School Nursery Application Form](#)

Places are not allocated to a child automatically, even where:

- There is an older sibling attending here;
- A child attends a particular toddler group or Children’s Centre attached to the school;
- A parent has expressed an interest at any time in the school; or
- The child has always lived close to the school

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent. Please be advised that admission to the nursery does not guarantee admission to the school.

8. How to apply for a Nursery place

Parent(s) must complete the St.Luke’s [Nursery Application Form](#) and return it to the school.

The closing dates for applications for the nursery/foundation stage unit intake are: **1 April, 1 July and 1 January**. You can apply after these dates but your application may not be considered until after all of the applications that were on time.

9. Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery/FSU and this disadvantages another child. If necessary, we will ask for evidence of a child’s home address before admission.

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child's age.

10. What happens next

If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

By **1 May, 1 October and 1 February** we will inform parents of the outcome of their applications. If we are unable to offer a place this will give you the opportunity to make alternative arrangements with another provider.

11. Published Nursery Admissions Number (PNAN)

This is the number of places we intend to make available for our normal nursery intake. Our PNAN is: 25 places per session, 50 places over the school day.

12. Oversubscription Criteria

Where the number of applications exceeds the number of places available in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

- 1) A child with an Education, Health and Care (EHC) Plan naming St.Luke's Nursery will be admitted
- 2) Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangement order or made the subject of a special guardianship order
- 3) Children who live in the schools designated ^(see note 1) area and are eligible for the Early Years Education Funding for three year olds or the Early Years Pupil Premium
- 4) Children who live in the schools designated area with a sibling ^(see note 2) at the school
- 5) All other children in the designated area
- 6) All other children

Note 1: Designated area: Proximity of the child's home, as measured by the straight line distance between the home and school with those living nearer being accorded the higher priority, will serve to differentiate between children in these criteria should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school. The straight line distance used to determine proximity of the home to the school will be measured by ABC LAs Geographical Information System as described in the ABC LA admissions booklet.

Note 2: By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

13. Further information:

Reception - the year children become 5
Nursery - the year children become 4 and Nursery the year children become 3
Nursery – usually it is not necessary to separately identify F2 and F3 groups
'Year' – refers to the academic year (September to August)

Eligibility Terms Note: Universal Funding entitlement starts from the term after the child's 3rd birthday

A nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

Any complaint about the operation of this admissions policy or the refusal of a place parents can go through the school complaints process.

There is no statutory right of appeal.

Contact details and further information

Headteacher [Insert Name]	E-mail:	Nursery@st-lukesprimary.com
	Telephone:	01628 621600
	Website:	www.stlukesprimary.com

Designated Areas for Maidenhead Primary Schools - September 2015

Maidenhead Primary Schools

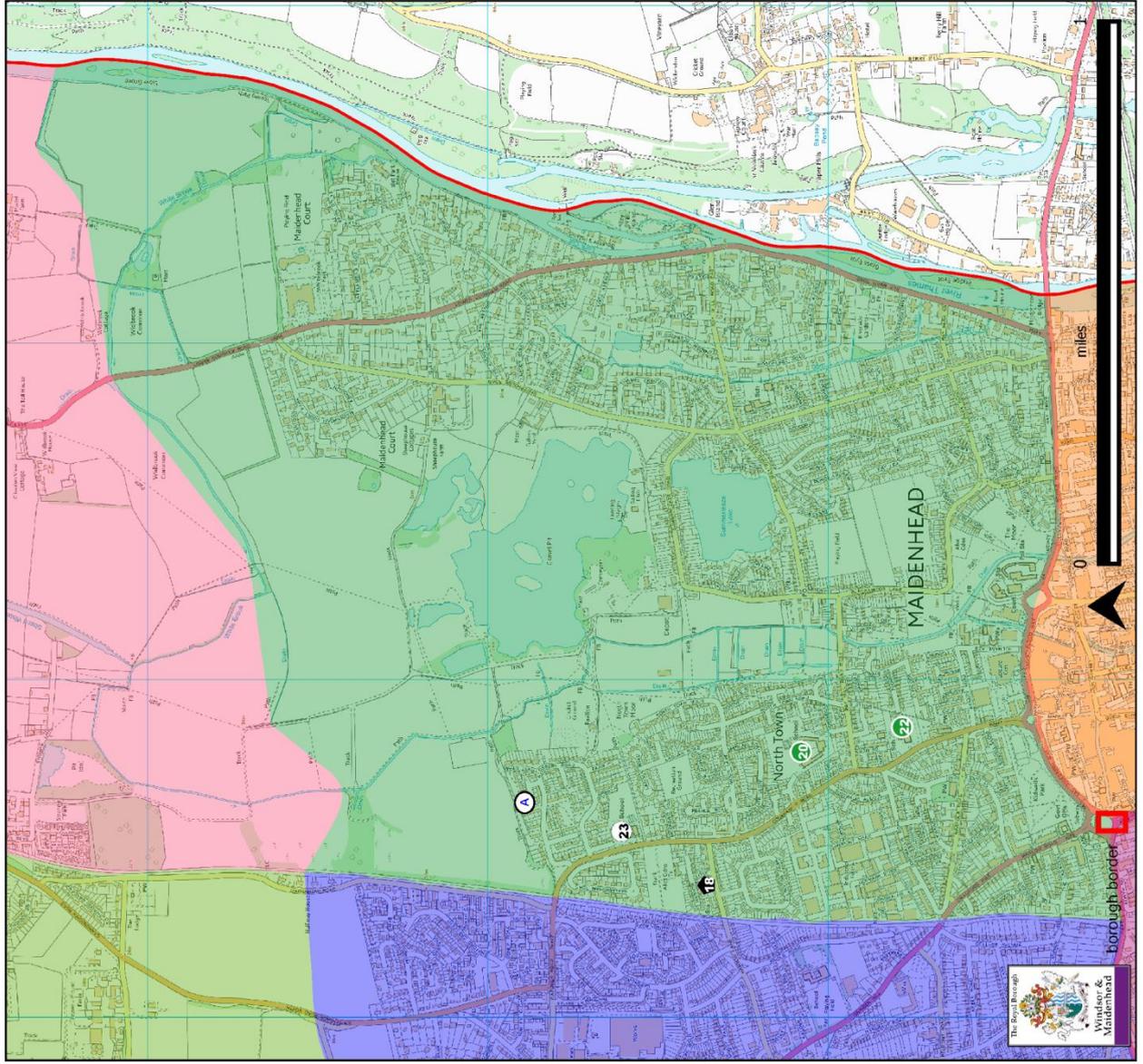
- 1 All Saints Church of England Junior School
- 2 Alwyn Infant School
- 3 Bisham School
- 4 Boyne Hill CE Infant and Nursery School
- 5 Braywick Court School¹
- 6 Burchetts Green Infants School
- 7 Cookham Dean CE Aided Primary School
- 8 Cookham Nursery School¹
- 9 Cookham Rise Primary School
- 10 Courthouse Junior School⁴
- 11 Furze Platt Infant School
- 12 Furze Platt Junior School
- 13 Holy Trinity C of E Primary School, Cookham
- 14 Holyport C of E Aided Primary School
- 15 Knowl Hill CE Primary School
- 16 Larchfield Primary and Nursery School
- 17 Lowbrook Academy
- 18 Maidenhead Nursery School¹
- 19 Oldfield Primary School
- 20 Riverside Primary School and Nursery
- 21 St Edmund Campion Catholic Primary School²
- 22 St Luke's Church of England Primary School
- 23 St Mary's Catholic Primary School¹
- 24 Waltham St Lawrence Primary School
- 25 Wessex Primary School
- 26 White Waltham Primary Academy
- 27 Woodlands Park Primary School

Wokingham Primary School

- 28 Crazyes Hill CE Primary School⁵

Notes

- 1 Nursery Schools, Braywick Court School and St Mary's Catholic Primary School have designated areas.
- 2 St Edmund Campion Catholic Primary School, St Edmund Campion Catholic Parish boundary as part of its admissions criteria, is shown on this map as follows: 
- 3 Riverside Primary School and St Luke's Church of England Primary School now share the designated areas.
- 4 The Courthouse Junior School designation covers all of the Burchetts Green CE Infants School area.
- 5 Crazyes Hill CE Primary School is maintained by Wokingham Borough Council, but its designation covers a small part of the Royal Borough.



Check which designated area you live in at:
http://www.rbwm.gov.uk/web/maps_online.htm

Scale: 1:12,000 Date: 04/08/2015

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	David Cousins	August 2016	Version 1.2
	Amanda Hough	November 2016	Version 1.3
	Amanda Hough	December 2016	Version 1.4
	Amanda Hough	January 2017	Version 1.5

This policy was determined by the governing body on (insert date).