

# The Good Shepherd Primary Catholic Voluntary Academy



## Nursery Admissions Policy 2021-2022

### **Mission Statement**

*Our mission is to develop our children with active and creative minds,  
a sense of understanding and compassion for others and  
the courage to act on their Catholic beliefs.*

*In our school community we celebrate our faith and we work together  
to achieve our personal potential by trying to live like Jesus and become  
the person that he wants us to be.*

## **Introduction**

The Governing Body of The Good Shepherd Primary Catholic Academy have overall responsibility for the admission of nursery children.

Parents do not have a statutory right to an independent appeals panel in relation to nursery admissions but they may wish to refer any concerns to the governing body of the school.

All admission decisions can be justified by reference to the admissions criteria as outlined in this policy.

## **Important Dates**

A child can be admitted into The Good Shepherd Nursery from the term after their 3<sup>rd</sup> birthday, providing there is space. Where space allows, we have three intakes a year and these are in September, January and after the Easter holidays.

This will ensure that children will normally have at least three terms in nursery education prior to entry into reception class of a mainstream school.

It should be noted that admission to The Good Shepherd Nursery does not guarantee admission into the reception class.

*Parents will be expected to apply for reception class along with all other parents, regardless of whether they have a place in our nursery. You can view the current admission policy for main school via the school website:*

<https://www.goodshepherd.notts.sch.uk/Admissions-and-Appeals/>

Prior to offering places in the nursery, the school will gather information from prospective nursery parents regarding the number of hours to which they are entitled (15 hours or 30 hours). We offer three types of provision at The Good Shepherd Nursery:

- Full-time: daily - 8.45am to 3.30pm
- Part-time: daily – 8.45am to 11.45am
- Part-time: daily – 12.30pm to 3.30pm

Parents wishing their child to attend nursery should contact the school when their child is two years old or as soon as possible after that. An application form should be completed and returned to school with the relevant supporting documentation (birth certificate and, if applicable, their Baptismal certificate) at least one term before they are eligible to start nursery.

The school will inform parents that a place has been allocated initially by phone call. If the place is verbally accepted by the parent, a follow up confirmation letter is issued at least half a term before admission.

If a child is offered a place, parents must confirm acceptance, in writing, to the school by the date stipulated on the confirmation letter.

The final decision on when the child is admitted and the allocation of sessions rests with the headteacher and governing body of the school. If a child has a part-time place at The Good Shepherd Nursery and at a later date would like their child to have a full-time place, parents should speak to the EYFS staff.

If the parents fall out of eligibility for the 30 hours freechildcare and the child has already started at our nursery, the parents may be able to pay to keep the additional 15 hours per week. This will need to be the full 15 hours per week, even if the parents only require part of that time. This will be at the rate of £4.60 per hour (£69 per week) and paid in advance.

If a child is only entitled to 15 hours, the parent/carer can request a full-time place and pay the additional amount themselves. This will need to be the full 15 hours per week, also at the rate of £4.60 per hour (£69 per week) and must be paid in advance.

If a 30-hour place is accepted by the parent/carer, they are required to pay £3.50 per day (£17.50 per week) to cover the cost of wraparound lunchtime care. Children should bring a packed lunch from home.

### **Admissions Criteria**

If the Nursery is oversubscribed, applications for 2021/2022 will be ranked according to the following criteria:

- a. Children with existing places in the nursery who wish to increase from part-time to full-time
- b. Looked after and previously looked after children
- c. Where there is a social or medical need for a place at that school
- d. Where a child has or is expected to have a sibling attending the nursery or the main school at the time of admission
- e. Children who will be 4 years old between 1 Sept 2021 and 31 Aug 2022 (in order to give priority to older children who will transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- f. Children who will be 3 years old between 1 Sept 2021 and 31 Dec 2022 (these children will be able to stay on in nursery for another year in 2022/2023 as they will not be due to start Reception until September 2023)
- g. Where any category is oversubscribed applicants will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.