

The Good Shepherd Primary Catholic Voluntary Academy



Nursery Admissions Policy 2024-2025

Loving Jesus in all we do.

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 half term after their third 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/parents/admissions/>

Prior to offering places in the nursery, the school will gather information from parents about their entitlement to funded hours (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
- Flexible sessions that are paid for by parents.

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 child's birth certificate, at least one term before they are eligible to start nursery.

The school will endeavor to inform parents that a place has been allocated initially by phone call during the half term before the child is due to start with us. If the place is verbally accepted by the parent, a follow up confirmation email will be sent to parents.

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

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 you wish to change the days/ sessions that your child attends, please speak to the Nursery staff.

If the parents fall out of eligibility for the 30 hours free childcare and the child has already started at our nursery, the parents will be able to pay to keep the additional 15 hours per week. This will be at the rate of £5.03 per hour and is payable each half term in arrears.

If a child is only entitled to 15 hours, the parent / carer can request a full-time place and pay the additional amount themselves, also at the rate of £5.03 per hour.

If a child attends for the full day, they are required to pay £3.50 per day to cover the cost of wraparound lunchtime care. Food is not provided and so children will need a packed lunch from home.

Admissions Criteria

If the Nursery is oversubscribed, applications for 2024/25 will be ranked according to the following criteria:

- a. Children with existing places in the nursery who wish to increase their sessions
- b. Looked after and previously looked after children
- c. Children who will be 4 years old between 1 Sept 2024 and 31 Aug 2025 (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) AND have a sibling in school at the time of admission
- d. Children who will be 4 years old between 1 Sept 2024 and 31 Aug 2025
- e. Children who will be 3 years old between 1 Sept 2024 and 31 Dec 2025 (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) AND have a sibling in school at the time of admission
- f. Children who will be 3 years old between 1 Sept 2024 and 31 Dec 2025
- 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.