



# **Nursery Admissions Policy**

## **2 year old provision 2025 - 2026**

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# St Margaret's C of E Primary School Nursery Admissions Policy

## 2 year old provision

### Introduction to Foundation Stage

Our school's nursery staff are committed to providing a high quality of teaching, and learning to our youngest pupils - and importantly, to giving them a happy start to their school life. We believe that the foundation stage should allow pupils to develop their creative and investigative skills in a way that is enjoyable, stimulating and challenging. Through nursery and reception years, play activities are carefully planned and resourced in an engaging environment to provide the best learning experience for all our pupils. The curriculum is focused on supporting and promoting pupils' all-round development - in areas ranging from personal, social and emotional wellbeing to mathematics, language and communication.

In this way, the nursery aims to ensure that all pupils are well prepared for their transition to reception and that ultimately our pupils will leave the foundation stage confident, independent and ready to take on the world that awaits them.

### Priorities for Admissions

Parents/carers will be clearly informed in the admissions process that places are allocated for the complete academic year. Places will be allocated to pupils who will be aged 2 prior to the 31<sup>st</sup> August each September. No places will be available for a deferred start if we are oversubscribed with pupils in the correct age group. If places are available, additional admissions may be offered in January to children who turn 2 between 1st September and 31st December.

A full term's notice will be required from any parent wishing to withdraw their child from any nursery place.

We will use these priorities for and they will be *applied to ensure that the nursery is full* (parents/carers should note however that admission to nursery does not guarantee a place in the main school).

These are:

- 1 Siblings of pupils who already attend St Margaret's CE and who are living at the same address
- 2 Pupils of staff who have 2 years continuous service
- 3 Distance from the school as measured by the DFE distance tool.

We offer part time places for 2-year-olds. Part time places are 15 hours per week and run from 8.45am to 11.45am each day.

## **Eligibility Criteria**

All 2-year-old places are funded places. Your child may qualify for a funded place if:

- You receive certain benefits (e.g., Income Support, Income-based Job Seekers Allowance or Employment Support Allowance, Universal Credit with net earnings under £15,400, Tax Credits with household income below £16,190, Support under part 6 of the Immigration Act 1999 etc.)
- Your child is in or has left care, or has an EHC plan, SEN statement, receives DLA, or is supported through Rhosey
- Alternatively, if you are a working parent (including both parents if applicable) and expect to earn a minimum amount over the next three months, you may qualify under the working family criteria. In this case, you will need to provide us with your 11-digit eligibility code. Apply via <https://www.childcarechoices.gov.uk/30-hours-childcare-support/working-families>.

Please note that your eligibility code must have a start date before the beginning of the term in which you wish to claim funded hours.

## **Transition**

The school recognises that for young pupils and their parents or carers, the transition to the new environment is a significant and often challenging time. For this reason, our nursery staff will work with all parents to ensure that an appropriately structured settling-in period is established for each child. It is expected that most pupils will be settled by the beginning of October for September entry and beginning of February for January entry. Our staff will take every care to identify early on individual pupils who may need a longer period to adapt to the change in environment. They will work closely with parents or carers to understand the needs of the pupils and agree a suitable transition programme for them.

## **Inclusion**

We recognise that each pupil comes to school from home with different experiences, that no pupil is like another and that each pupil in our nursery needs to be valued and respected in her or his own right. Foundation stage staff will work to identify and meet, where possible, the special and additional needs of individual pupils through the settling-in period and throughout the early years.

## **Attendance**

The school offers part time places for 2 year old nursery pupils to enable them to benefit as much as possible from the full range of curriculum activities, a regular routine and the consistent, focused attention of nursery staff. We have also found that pupils who attend on a regular basis are better able to settle, integrate and thrive in the nursery environment. Pupils are therefore expected to attend punctually and regularly and parents or carers should give early notice to staff if pupils are going to be absent. If nursery staff become concerned about the level of a child's attendance, this will be discussed with parents or carers. In the case of prolonged or regular absence the place may be offered to another child.

## **Communication**

The school strongly encourages the involvement of parents and carers in their pupils' education and school life and seeks opportunities to work in partnership with them for the benefit of the pupils. A successful working partnership is particularly important for ensuring proper support for our youngest pupils as they establish themselves in the nursery. Parents and carers will be given opportunities for regular informal and formal communication with nursery staff and should feel welcome at any stage to discuss specific issues or questions with year group leader for nursery. The school welcomes help from any parents or carers who would like to offer their skills or experience for the benefit of nursery pupils. DBS clearance would be required for all regular volunteers.

## **Applications**

- Application forms are available from the school office or the school website, the deadline for completed applications is Friday 26<sup>th</sup> April 2024. Parents/carers will be informed at the latest by 10<sup>th</sup> June if their application has been successful.

All parents must submit an application form, even if the child already has a sibling in the school.

- If a parent/carer believes that the treatment of their application has not been in accordance with this policy, they are entitled to use the school's Complaints Procedure.
- *Please note that a successful Nursery application does NOT guarantee a place in the main school. This can only be secured by a successful application to the Local Authority at the appropriate time. The Governing Body is NOT the admissions agent for places in the main school.*

## **Additional Charges**

Government funding is intended to provide 15 or 30 hours per week of free, high-quality, flexible early education and care.

Government funding does not cover the cost of meals, consumables, additional hours, or extra services. St Margaret's will provide children with a daily snack and milk. We kindly ask parents to supply their own nappies and wipes, as these are not covered by the funding.