

**St Michael's Catholic Primary  
Academy and Nursery**

**Policy for  
Admissions to the  
Nursery**

**This policy is subject to biennial review**

## St Michael's Catholic Primary Academy and Nursery - Policy for Admissions to the Nursery

### Places Available in the Nursery of St Michael's Catholic Primary Academy and Nursery

Up to 26 part time places are available in the Nursery each morning and each afternoon. Parents and carers may register their interest in a nursery place at any time during the year, by completing and returning a Registration of Interest form, available from the Academy office.

#### Starting age and start dates:

Children can join the Nursery when they are 3 years old. The usual start time for children joining the Nursery is September. Those who have not reached their third birthday at September 1<sup>st</sup> start as soon as practicable after their third birthday.

Pre-joining visits are offered prior to admission.

#### Over-subscription

Children's religion is not taken into account in determining admissions to the Nursery.

The oversubscription criteria are as follows:

1. If there are insufficient places for all the children seeking admission, children who have an education, health and care plan (EHC) that names the nursery will be admitted before the over-subscription criteria are applied.
2. Looked After Children (LAC) or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order.
3. Children with an exceptional level of social, medical or pastoral need who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher, Special Needs Officer or the Traveller Referral Team and whose needs can be appropriately met by the academy.
4. Other children.

Within each of the above groups, places will be offered with reference to the children's dates of birth. Older children will be admitted before younger.

A place offered and accepted will normally be available to the child from the date the place is offered until 31 August following their fourth birthday. However if, without prior discussion with Academy staff, the child fails to take up the place on the date specified by the Academy and no acceptable explanation of this is given, the place may be offered to another child.

#### Admissions to the Reception Class

**Parents and Carers should note that admission to the nursery does not guarantee admission to the Reception Class in the main Academy.** Transfer is not automatic. A separate policy gives arrangements for entry to the main Academy. Parents who want a place in the Reception Class for their child must apply on the LA Preference form (Common Application Form). Applications from children in the nursery are considered alongside those from other children.

The Academy office will be able to give parents up-to-date information about the likely availability of reception places in any particular year.

**Note: There is no charge or cost related to the admission of a child to this Academy.**

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In defining and revising this policy the Board of Directors takes full account of advice available from the Diocesan Education Service and the Local Authority.

Signed .....

*Chair of the Board of Directors*

Date of this policy review: .....