



Overleigh St Mary's CE Primary School

Nursery Admissions Policy

Procedures for Admission to Overleigh St Mary's Nursery

The Nursery can accommodate a maximum of 26 Nursery age children in each session. Sessions are available from Monday to Friday between 8.45am – 11.45am and 12.15pm – 3.15pm for the 38 weeks during which the primary school is open.

We prefer to offer 15 hour places, made up of either, all day Monday and Tuesday and Wednesday morning or Wednesday afternoon and all day Thursday and Friday. (Lunch provision can be purchased at an additional cost.) From experience, we find this supports children with their transition to their Reception year and is popular with parents who are managing work around Nursery education. 30 hour places are also welcomed.

Our intention is to expand to 39 places once we have filled the initial provision, but this may take a year for us to build our reputation and will allow sufficient time for parents to plan ahead for their family. Our school is blessed with excellent physical resources and a very experienced team that will allow us to ensure consistent and excellent provision as we grow.

We will also offer the opportunity to purchase wrap-around care with our Cosmic Club Minis provision (children aged 3-5). This will provide sessions to purchase from 7.30am in the morning and until 6pm in the evening.

Parents who wish their child to attend the Nursery must complete an Expression of interest form detailing the sessions they would like their child to attend and ensure it reaches the school before the given deadline. The final decision as to whether and when a child is admitted, the number of hours a child is able to attend and their pattern of attendance, rests with the Headteacher.

A child is eligible for admission to Overleigh St Mary's Nursery the term after their third birthday. The actual offer of a place will be dependent on places being available in the Nursery. If places are available, children can join the Nursery as soon as they are 3 years old. However, full fees will be due until the following term.

Children may not remain in the Nursery beyond the normal admission date for their Reception year (unless this is part of agreed provision for an Education Health Care Plan and the Headteacher agrees that the Nursery can meet the needs of the child as set out in the plan).

Parents should be aware that the offer of a place in the Nursery does not ensure a place in the Reception class at Overleigh St Mary's Primary School – normal admission procedures, as determined and managed by Cheshire West and Chester Council, will apply for Reception class places.

We welcome children whose families would aim to apply for a Reception place with us, as well as those for whom plans may be different or not yet certain. The Nursery is very much part of our whole school and we hope that any family joining us will enjoy being

part of our community. Together we will work to ensure their child enjoys their time in Nursery as well as helping them to prepare for the transition into primary school.

Priority for admissions

With regard to admissions, all children are treated equally in line with the school's Equality Objectives Statement which is available on the school website.

The Governing Board operates a system of equal preferences under which they consider all preferences equally and allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. A 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children's Act 1989. Additional hours are available upon request via payment
2. Children with Special Educational Needs, as defined by the Education Act 1996 and are recommended for a place at Overleigh St Mary's Primary School Nursery as part of an Education Healthcare Plan (EHC) or by a healthcare professional in order to cater for those needs.
3. Children who have a sibling – elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or sisters living together as part of one household, already attending Overleigh St Mary's Primary School and who will still be attending the following year.
4. Children of members of staff will have priority where the Nursery is oversubscribed. A staff member, regardless of role, must have been employed to work at the school for two or more years, at the time the application for admission is made.
5. Other children based on those whose registered address is closest to the Nursery. (Measured using Google Maps' Measure Distance function which measures straight line distances in km from the address point of the school to the address point of the place of residence)

Number of sessions requested

We offer both 30 hour and 15 hour funded places at Overleigh St Mary's Nursery. There is an online eligibility registration for parents wishing to claim 30 funded hours. Please contact the School Office for further information or see the website.

We strongly recommend that parents take their full entitlement of hours at Overleigh St Mary's Nursery. Should you wish to take fewer than 15 hours in Nursery, please speak to the office team. Although the option, as described above, has been found to be the most

successful way of accessing 15 hours, we are flexible and will always do our best to accommodate any pattern of attendance to suit your child's needs.

Multiple births

The school will treat applications from parents with twins, triplets etc as individual applications.

If only one place is available and, by using the information detailed above, one child from a set of twins, triplets etc is the next child to be offered a place, the parents will be contacted and given first refusal for the place. If they accept one place the second twin, triplet etc will automatically be the next in line to be offered a place. However, if a place is accepted for one twin, triplet etc there is no guarantee that a place will be available for the second or succeeding twin or triplet.

If the place is declined, we cannot hold vacant places open and must offer it to the next eligible child in line.

Flexibility and Hours of Attendance

The Local Authority has the responsibility to ensure that the needs of families regarding attendance at an Early Years Setting are met. This responsibility is met by ensuring that, within the locality, providers are able to meet the needs of parents.

The main purpose of Overleigh St Mary's Nursery is to provide high quality early years education for the children in our community.

The Governing Board has the responsibility to provide a model of attendance at our school that is in the best interests of the children in our community and financially sustainable for our school.

Staff and Governors strongly believe that the best model of attendance for children age 3 to 4 years is either 15 hours (preferably across 2.5 days), or where eligible, 30 hours, based on the following reasons.

- Consistency – one of the most important aspects in supporting a child to make and maintain progress, to settle and flourish and to achieve highly.
- To allow them to quickly settle into school at the start of the child's time here, and feel safe and secure to thrive.
- Giving the best opportunity for the child to quickly become familiar with the physical environment, routines, rules and boundaries.
- Giving the best opportunity for the child to develop good working relationships with their peers and the adults supporting them. This is because they will be part of a consistent group of children following the same journey through the week.
- Giving the best opportunity for the child to access a curriculum planned to meet individual needs where progress can be built on daily.

- Giving them the best opportunity to achieve their full potential.

It is our strong belief that this model of attendance best meets the needs of the children in our community.

The Application Process

Parents are encouraged to visit the school before putting in an application for a place. This gives the parent the opportunity to view the school and to ask any questions they may have about the school, admission policy or admission process.

COVID-19 Note – Due to current social distancing restrictions and the systems we have in place to minimise transmission of the virus, visits inside school are not possible. However, we hope to arrange visits where families can view the facilities from the outside and ask questions, as well as meet some of the team as soon as we are able to do so. Due to the geography of the site, it is possible to gain a really good sense of the facilities and experience we offer. We are due to have further building work completed over the summer that will further increase the cohesion of Nursery and Reception offer provision.

Application Forms

- An [Expression of Interest](#) form must be completed for each child applying for a place in the Nursery.
 - It is the applicant's responsibility to provide the information required to enable the school to determine admissions.
 - Help with completing the application form is available from our administrative team: nursery@overleighstmarysce.cheshire.sch.uk.
 - The school can only act upon the information contained in the application form.
 - Applicants must fill in all sections of the application form.
 - It is the applicant's responsibility to inform the school of any changes to their circumstances which may affect their application. They may do this in writing, by email or by calling in to the School Office Tel: 01244 267525.
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Timing of Applications and Admissions

The Governing Board and the Headteacher have the responsibility to ensure that the school achieves the maximum take-up of the places in Nursery. With full regard to our Admissions Policy and Equalities Objectives, the following will apply.

- All initial expressions of interest in a Nursery place should be made via the [form on the school website](#).
- At intervals (explained in the table below) the school will write to all families who have registered an interest as well as parents of existing Nursery children asking them to confirm within two weeks which sessions (15 hours or 30 hours) they would like their child to attend during the following term.

- Additional sessions are available on request, so parents can access 15 funded hours and additional sessions paid directly to school. For example, 15 funded hours could be used for Monday to Wednesday, then an additional fee could be paid to school to cover the cost of staying for lunches and the Wednesday afternoon session, giving 3 full days. (Current fees are available on the Nursery section of the school website.)

Nursery Term when sessions will start	Contact with parents
Autumn	End of Spring Term (usually April)
Spring	Beginning of School Year (September)
Summer	Beginning of Spring Term (January)

Note for admission 21-22 only: As this is a new provision, we will aim to contact all families with a request for places for the autumn, as soon as possible after we receive the expression of interest. Places will be awarded in order of receipt and according to the criteria set out above in the event that demand exceeds the numbers we can take in the first instance.

- All applications received will be dated on receipt.
- Once the due date for applications has passed, the admin team will allocate the Nursery places with reference to the Admissions Policy.
- Written offers will then be forwarded to applicants who have been allocated places, within two weeks of the due date for return of applications.

Late Applications

- Late applications will be considered once the above procedure has been followed.
- If the Nursery is full, parents will be informed that their child has been placed on a waiting list and will be contacted if a place is turned down by another child or becomes available through a change of circumstances.
- If the Nursery is not full at the end of the admissions process, eligible children will be offered places upon application on a first come, first served basis.

The Offer of Places

The offer of a place will be made in writing to the child's parents. The school will not offer places in any other way and no guarantee of a place is made until the offer is made in writing.

Notification of no place being available

Once the application process has been completed, and acceptance of all places has been confirmed, the school will write to the parent of any eligible child who has not been offered a place. They will be informed that no place is currently available and that their child's name has been placed on a waiting list.

Acceptance of Places

- Written confirmation of acceptance of a place is required by the school – this can be completed by email.
 - The offer of a place is time dependent: ten working days will be allowed for a response.
 - A deadline for responding will be included on the offer letter.
 - If no reply is received by the date of the deadline then the place will be offered to the next child on the waiting list.
 - A response received after the deadline may forfeit a place.
 - On accepting a place at Nursery, parents are making a contractual commitment, and the school will use the acceptance of a place at the school to make a financial claim to the local authority.
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Withdrawing a child from the Nursery

Parents may withdraw their child from Overleigh St Mary's Nursery at any time. Once an offer of a place has been accepted, parents make a commitment to use that place and the school makes a financial claim to the Local Authority. Parents **MUST** notify the school in writing (letter or email) if they wish to withdraw from the school. **A half term's notice is required.**

Early Years funding will not be available to another setting during the period claimed by Overleigh St Mary's Primary School.

There is no statutory right of appeal against refusals for Nursery places.

Contact Details

Overleigh St Mary's Primary School
Old Wrexham Road
Chester CH4 7HS

Nursery@overleighstmarysce.cheshire.sch.uk

Overleigh St Mary's Primary School takes into account the guidance from Cheshire West and Chester Council when formulating this admissions policy. We use the terms 'parent' and 'parents' as defined in the Education Acts to represent natural parents (married or not), any person who has parental responsibility for the child, and any person who has care of the child.

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