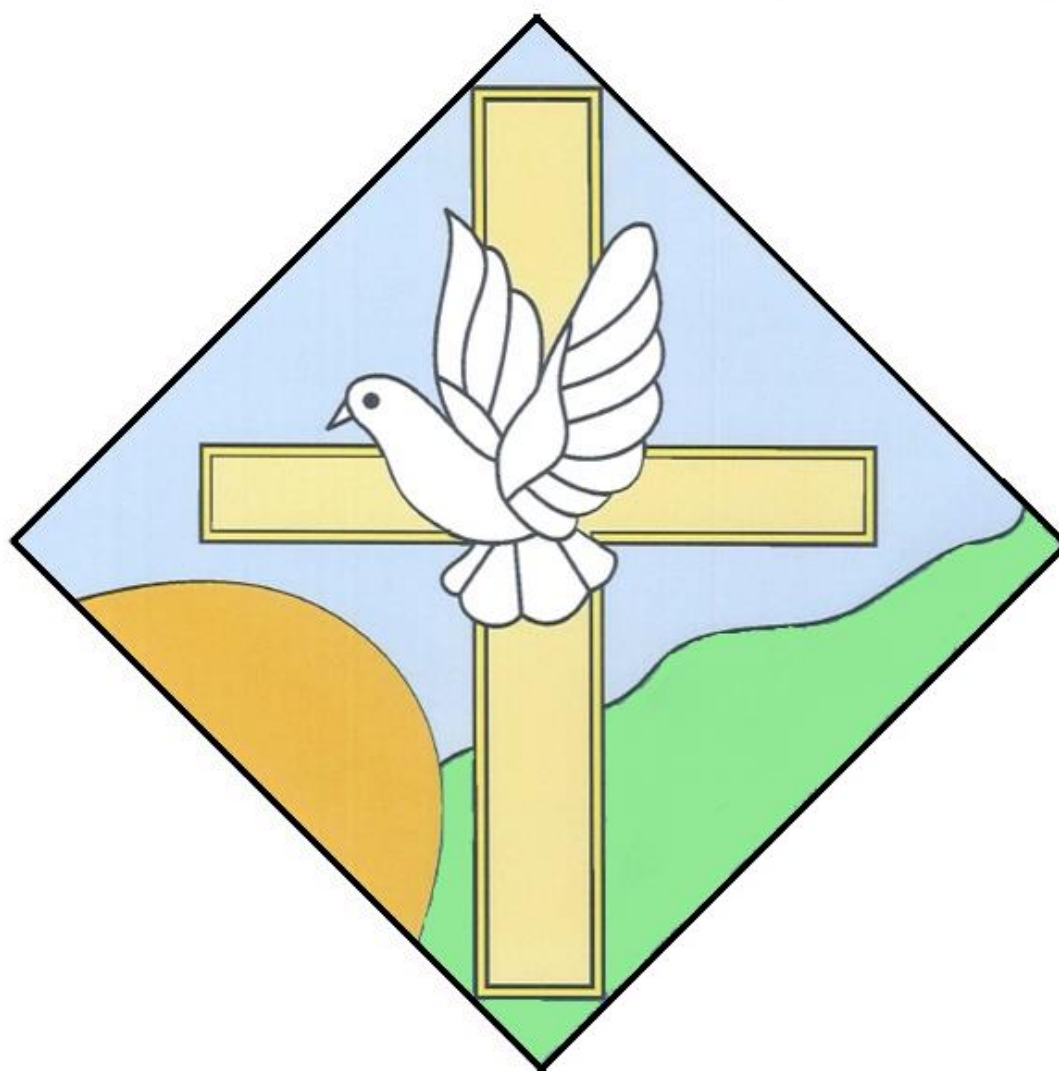




**ST PETER AND ST PAUL
SEEDLINGS NURSERY
ADMISSIONS POLICY**



Mission Statement

*Promoting high quality education, love, care and forgiveness of others as taught
To us by Jesus and our Patron Saints*

St Peter and St Paul Catholic Primary Academy provides high quality education, founded on Catholic principles, recognising the needs of each individual and valuing the contribution of our whole community. At a Catholic Nursery, Catholic doctrine and practice permeate every aspect of the Nursery's activity. It is essential that the Catholic character of the Nursery's education be fully supported by all families. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the Nursery. We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

The Published Admission Number (PAN) for the nursery intake at St Peter and St Paul is 24 full time equivalent places over 38 weeks of the year (term time). The Governing Body has sole responsibility for the admissions to this Nursery. For every Nursery intake the Governing Body will agree the ratio of full and part-time spaces.

Our admissions policy is on a first - come, first - served basis, with the following exceptions that have priority over children on the waiting list:

- Children of St Peter and St Paul staff
- Current part time children who wish to increase or change sessions
- Siblings of children currently attending the Nursery

When making an application for a place at St Peter and St Paul Nursery Provision, parent/carers must:

- Complete and sign the St Peter and St Paul Nursery Provision admission form and terms and conditions. This form provides us with personal details relating to your child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc
- Complete and sign the Parent Contract – stating the hours your child attends. This is an agreement to allow St Peter and St Paul to claim the government funded place
- Provide a copy of the child's birth certificate
- Pay a refundable registration fee of £20

In this policy *applicant* refers to the person making the application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

Funded hours

We offer free funded morning and afternoon sessions subject to your funding eligibility.

All morning sessions 08:30 – 11:30

All afternoon sessions 12:30 – 15:30

The lunch session however 12:30 and 13:30 will have a charge of £6.50 plus £2.25 for lunch.

Consumables are charged at a rate of 20p per session – Parents can elect to provide their own consumables for their child's use.

Oversubscription Criteria

Where the number of applications exceeds 24 full time equivalent places the Governors will offer places using the following criteria in the order stated:

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children who will have a brother or sister at Academy at the time of admission and are able to prove weekly attendance at Mass.
3. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
6. Children who are members of Churches in union with Rome. Evidence of Baptism will be required.
7. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
8. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
9. Any other children.

In each of the above criteria applicants will be granted places in the following order:

- Children of St Peter and St Paul staff
- Current part time children who wish to increase or change sessions
- Siblings of children currently attending the Nursery

Nursery Supplementary Information Form

If any applicant is to be considered as a practicing Catholic completion of the Nursery Supplementary Information Form by a Parish Priest is required. This form can be obtained from the Academy Office or the Academy website.

Education, Health and Care Plans (EHC)

The admission of children with an Education Health and Care Plan (EHC) is dealt with by a separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN Officer, Children with this Academy named in their EHC Plan will be admitted to this Academy.

Waiting List

The waiting list will be reviewed and renewed termly. We operate a free waiting list, and parents are encouraged to book early for places. At the time when a booking can be confirmed, a deposit of £20 is necessary to secure your child's place. This deposit will be returned in the final balance when your child leaves St Peter and St Paul Seedlings Nursery.

Our admissions policy is on a first-come, first-served basis, but with the following exceptions:

- Children of St Peter and St Paul staff
- Current part time children who wish to increase or change sessions
- Siblings of children currently attending St Peter and St Paul Seedlings Nursery

Government Funded Nursery Places

Nationally, all 3 and 4 year olds are entitled to 15 hours per week of free Nursery education from the beginning of the term following their third birthday. All children who are of Nursery age are eligible for the Universal 15 hour places. You may be eligible for an additional 15 hours if you meet certain criteria.

Information regarding childcare funding can be found here:

<https://www.childcarechoices.gov.uk>

Important Information

Attendance at the Nursery **does not** guarantee a place in the Reception/Early Years class. Parents of children attending St Peter and St Paul Nursery **must** make a new application for Reception/Early Years Class.