



**NURSERY  
Foundation  
Stage 1  
Admission Policy**

Signed \_\_\_\_\_(Headteacher)      Date \_\_\_\_\_

Signed \_\_\_\_\_(Chair of Governors)      Date \_\_\_\_\_

**September 2023**

**Date of next review: September 2024**

## **Mission Statement**

‘Growing in love, in the spirit of Christ, for the benefit of all’

## **Introduction**

The Governing Body of St Joseph’s Primary Catholic Voluntary Academy have overall responsibility for the admission of nursery (FS1) children. Parents do not have a statutory right to an independent appeals panel in relation to nursery (FS1) 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 St Joseph’s Nursery (FS1) from the day after their 3rd birthday, providing there is space.

## **Attendance at Nursery**

Attendance at the school’s FS1 does not guarantee that a place will be offered at the school and does not give any priority within the oversubscription criteria. In addition, for children attending the school’s nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

Prior to offering places in the nursery, the school will gather information from prospective nursery parents regarding the number of hours to which they are entitled (15 hours or 30 hours).

We offer three types of provision in Nursery (FS1):

- Full-time: daily - 8.40am to 3.25pm
- Part-time: daily – 8.40am to 11.40am
- Part-time: daily – 12.25pm to 3.25pm

We also offer wrap around care provision from 7.30am to 8.40am and 3.30pm to 5.45pm (additional costs). Additional wrap around care provision is booked separately and paid for via our school online payment app (Arbor). Childcare vouchers and tax-free childcare can also be used to pay for this provision.

Parents wishing their child to attend nursery should contact the school as soon as possible to complete an application and be put on the waiting list as places for Nursery are allocated on a first come, first served basis in terms of when the application is received. An application form should be completed and returned to school with the relevant supporting documentation (birth certificate and, if applicable, their Baptism certificate).

The school will inform parents that a place has been allocated initially by letter. If the place is accepted by the parent, a follow up confirmation phone call is issued at least half a term before admission. If a child is offered a place, parents must confirm acceptance, in writing via email, to the school by the date stipulated on the confirmation letter.

The final decision on when the child is admitted and the allocation of sessions rests with the Headteacher and Governing Body of the school.

## **Admissions Criteria**

1. Catholic looked after or previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Catholic children living in the parish(es) served by the school
3. Catholic children living outside the parish(es) served by the school
4. Other looked after or previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
5. Catechumens, Candidates and members of Eastern Christian Churches
6. Children of other Christian denominations whose membership is evidenced by a minister of religion
7. Children of other faiths whose membership is evidenced by a religious leader
8. Any other children not within categories 1-7.