

## St Mary's Community Nursery School

### **ADMISSION POLICY**

The school takes into account the guidance from Cheshire West and Chester West Council but formulates its own Admission Policy

- A child is eligible for admission to St. Mary's from the start of the term following her or his third birthday.
- The actual offer of a place will be dependent on places being available at the school.
- The main intake will take place in September and school will aim to offer a child a placement of three terms at St. Mary's before moving on to primary school.
- If the school is not full in September places may be offered to children for admission in January, and again in April.
- In this case the child will receive an additional term(s) at the school.

We use the terms 'parent' and 'parents' to describe all those who have the primary responsibility for caring for children. Please notify the Headteacher if you wish to be known by another term.

#### **A Priority for Admissions**

1. Children in need - children referred through Social Services or through the Health Authority or its agencies.
2. Children with SEND with a diagnosis or an ongoing investigation moving toward diagnosis
3. Children for whom exceptional personal/domestic circumstances are assisted admission
4. Children wishing to use universal entitlement (ref 15 hours )
5. Children wishing to use universal entitlement plus additional entitlement (ref 30 hours )
6. Other children living in Cheshire West & Chester
7. Children living outside Cheshire West & Chester

## **B Prioritising in the event of oversubscription**

The school uses the following criteria to provide clarity to parents on how places will be offered.

In the event of the school being oversubscribed the priority for admission will be applied as above.

If there are not enough places to meet demand for any of the above categories, we will allocate places based on the following

1. The age of the child
2. Proximity of the child's home to the school
3. Whether or not the child has siblings at the school

**FIRST DETERMINANT:** The age of the child: The age of the child shall be determined by the date of birth supplied to the school on the application form. The offer of a place will be determined by the chronological age of the child with older children taking priority over younger children. It is expected that the majority of cases of oversubscription will be covered by this determinant.

**SECOND DETERMINANT:** Proximity of the child's home to the schools using Google maps as the measure.

**THIRD DETERMINANT:** Siblings at the school: This means that an applicant would have a brother or sister at the school during the time they would attend if offered a place.

Factors which are not be taken into account are:

- a) The question of which primary school the child is likely to attend
- b) The length of time the child had been on the waiting list

## **C St. Mary's Offer**

### **Option 1**

Attending the school for five three hour morning sessions per week – total 15 hours

### **Option 2**

Attending the school for five three hour afternoon sessions per week – total 15 hours

### Option 3

Attending the school for five three hour morning sessions per week – total 15 hours  
Attending the school for an additional 15 hours - for five three hour afternoon sessions per week- total 30 hours

### Option 4

Attending the school for five three hour sessions – either AM or PM and using additional entitlement at another setting. We ask that we are the universal element of this arrangement

#### Note

30 hour places are made feasible

### Additional Places

If the school is not full then additional paid for Afternoon Sessions may be available

The sessions will only be offered as a whole session and may be purchased for one to five afternoons depending on:

1. availability
2. parental choice

### Allocation of Places

The Governing Body and the Headteacher have the responsibility to ensure that the school achieves the maximum take up of the places at the school. With full regard to this Policy the following will apply.

The school will write to all parents with an offer of a place. The offer will include

- wherever possible the parents preferred option of attendance
- If parents preference is not available another option will be offered

#### *Families with multiple births:*

The school will treat applications from families with multiple births that fall outside **A3 above** as individual applications. While the school will strive to offer places to each multiple birth child there may be a possibility of only one place being available.

Not wishing to make decisions for the parents of multiple births

If only one place is available and by using the above determinants one child from a family of multiple births is the next child to be offered a place the parents would be contacted and given first refusal for the place. If they accept one place the second multiple birth child will automatically be the next in line to be offered a place. If a place is accepted for one multiple birth child THERE IS NO GUARANTEE THAT A PLACE WILL BE AVAILABLE FOR THE SECOND OR SUCCEEDING MULTIPLE BIRTH CHILD.

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

## **D. 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, the admission policy or the admission process. While visiting the school is strongly recommended it is not compulsory. If a parent wishes the application form may be sent out by post.

The Headteacher and the school secretary form the admissions team. To avoid any misunderstandings other school staff will direct any questions or queries concerning admissions or the admissions process to the Headteacher or secretary.

### *Application Form*

- A separate application form must be completed for each child applying for a place
- It is the applicant's responsibility to provide the information required to enable the school to determine admissions.
- If applicants require help with completing the application form this is available from the school office.
- The school can only act upon the information contained in the application form or any updating thereof.
- 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 that may affect their application for a place.
- Application forms can be updated only at the request of the applicant.
- The applicant may telephone the school office, e-mail the school at the admin address, write to the school secretary or personally call in the school office to update their application.

*Timing of the Applications and Admissions (The process of offering places may last several weeks)*

- All applications will be date stamped on receipt in the school office.
- Applications for a September place will be accepted up to the preceding April 15<sup>th</sup> and the offer of places will be offered during March.
- Applications for any **potential** January places will be accepted up to the preceding October 15<sup>th</sup> and offers of places made by November 15<sup>th</sup>.
- Applications for any **potential** Summer Term places will be accepted up to the 15<sup>th</sup> of the preceding January and offers of places made by 15<sup>th</sup> February.
- Applications from eligible children for any particular intake received after the initial offers have been made can only be considered if one or more offers are turned down or if the school is not full.

*Late Applications*

- Late applications will be considered once the above procedure has been followed.
- If the school is full, parents of children eligible for entry will be informed that the likelihood of a place is limited to a place being turned down by another child.
- If the school has not filled all its vacancies by the end of the admissions process in any term, any new applications from eligible children will be processed and places offered by date of receipt of the application (the criteria for oversubscription being applied if necessary).

*The offer of places*

- The offer of a place for a child at St. Mary's is made in writing to the parent.
- The school does not offer or confirm places in any other way
- No guarantee of a place is made to parents until the official offer is made in writing

*Notification of no place being available*

Once we have **completed** the application process and acceptance of all places confirmed if there are any eligible children who will not be offered a place the school will write to the parent informing them that no place is currently available and that the school will keep the child's name on file and inform them if a place does become available.

### *Requests for information regarding the admission of individual children*

On submission of an application parents often request information on when their child will be offered a place. The Headteacher or school secretary will offer a conditional response explaining what **may** happen but also informing the parent that no place is **guaranteed** until a **written offer** has been made.

Similar requests may be received at any time by the Headteacher or school secretary who will offer a conditional response explaining what may happen but also informing the parent that no place is guaranteed until a written offer has been made.

### **E. Acceptance of Places**

- Written (e-mail or letter) confirmation of the acceptance of a place is required by the school.
- A deadline for responding will be included on the offer letter.
- Proof of posting is not proof of receipt and the school cannot be held responsible for any delays caused by the Royal Mail or other carriers.
- If no reply is received by the date of the deadline then the place will be offered to the next child waiting.
- If a reply to an offer is received after the deadline has passed and the place offered to another child the late applicant must be informed that their response was out of time and now must wait for a place to be refused or a vacancy to become available.
- Once a place has been offered a parent must complete and return the Parent Contract to the School Office

### **F. What to do if you are unhappy with the way admissions decisions have been made**

#### Complaints about Admissions

St. Mary's Community Nursery School believes that complaints should be resolved as quickly as possible. Complaints about admission need to be resolved with all due haste because of the time scale involved. If the complaint cannot be immediately resolved by the Headteacher you may take your complaint to the Governing Body's Complaints Committee, the Local Authority and to the Local Government Ombudsman. The School will provide a copy of the Complaints Policy and details of how to contact the Chair of Governors, the Local Authority or the Local Government Ombudsman on request. Details of the Local Government Ombudsman's services can also be found at <https://www.lgo.org.uk>

## **G Admissions Correspondence**

How to contact us.

You can write to us that the following address:

St. Mary's Community Nursery School  
Old Wrexham Road  
Handbridge  
CHESTER  
CH4 7HS

You can call us on: 01244 981222

You can e-mail us at: [admin@stmarysnursery.cheshire.sch.uk](mailto:admin@stmarysnursery.cheshire.sch.uk)

You can hand in letters personally at the school office.

If you are returning application forms please place them in a sealed envelope marked 'ADMISSIONS'. This will ensure that confidentiality is maintained.

Date

Headteacher .....MRS K TYRIE

Chair of Governors .....Mr IAN ROE