



The Governing Body of Cronton C.E. Primary School (part of Liverpool Diocesan Schools Trust) adopted the following policy for the admission of children to its nursery class, to take effect immediately.

The school welcomes visits from parents and prospective parents. To ensure time is available to meet you, we would ask you to ring for an appointment. If any families would like to be alerted when the appropriate nursery forms are available, they may leave a note of their name and address and their child's date of birth on the school's "interested list".

N.B. Whether or not a parent visits the school / nursery or puts their name down on the "interested list" plays no part whatsoever in the application process and has no effect on how the application for a nursery place is treated.

APPLICATION PROCESS

1. Interested List.

The school will maintain a list of applicants for places in the nursery. Parents may wish to put their child's name on and interested list for a place at the Nursery.

The school will record the:

- Name
- Address, telephone number
- Date of birth (Proof of date of birth is requested after the offer of a place)
- Date of registration
- Date that the Parent will be contacted.

The school will contact Parents to inform them in writing when it is the appropriate time to apply.

It is the Parents responsibility to complete the application form and return it to the school before the closing date.

- For those children eligible to start in **September** the form should be returned before the end of the spring term.
- For those children eligible to start in **January** (i.e. birthdays from 1st September to 31st December) the form should be returned before the last Friday before Autumn Half Term.
- For those children eligible to start in **April** (i.e. birthdays from 1st January to 31st March) if places are available the form should be returned before the last Friday before Spring Half Term in February.

Placing of the child's name on the list will not guarantee a place or affect the child's chances of being offered a place.

2. Age of Admission

From the term after your child turns two, we provide 5 early years childcare places in the two-year-old setting. There is 15 or 30 hours of funding available depending on eligibility.

In the three/four-year-old setting, children will not be admitted to the nursery until after their third birthday.

There will be three intakes per year – in September, in January and after the Easter Holiday. Children will be admitted at the beginning of the term after their second/ third birthday, providing there are places available.

3. Number of Places

The total number admitted to the nursery should not exceed the designated number for the nursery i.e. 26 full time equivalent (FTE).

Places will be offered on a 30 hour or 15-hour basis.

30 hour offer places are only for eligible for certain children – please see government guidelines <https://www.gov.uk/30-hours-free-childcare>

Not all places will be available each September. Please remember there will be younger children who have started nursery during the previous academic year who will be continuing in Nursery in the next academic year.

In the event of there being more applicants than places available the Governing Body will allocate places according to the following criteria **in priority order:**

Priority 1

Children in care

Priority 2

Children in Exceptional Circumstances. (See note i)

Priority 3

Four-year-old pupils (Note ii) with brothers and sisters already on roll at Cronton CE Primary School.

Priority 4

Four year old pupils (Note ii) without brothers and sisters in the nursery/school

Priority 5

Three year old pupils (Note iii) with brothers and sisters already on roll at Cronton CE Primary School.

Priority 6

Three year old pupils (Note iii)

Note i:

The Governing Body may define a child as having “Exceptional Circumstances” for the purpose of the allocation of a place if a referral is made in writing by appropriate support services or care agencies e.g, Education Psychologist, Social Worker, GP or local child development centre etc. However, a place will only be offered for such a child if the Governing Body is satisfied that the child does have “Exceptional Circumstances”

Note ii:

“Four year old pupils” is defined as children who will have reached the age of 4 by 31st August at the end of the school year for which they are applying for a nursery place.(i.e. they are in the year previous to admission to reception class.)

Note iii:

“Three year old pupils” is defined as children who will reach the age of 3 by the end of the summer term in the school year for which they apply for a nursery place. (i.e. they are 2 years previous to admission to reception class.)

Where a child has a statement of special educational needs which is known about at the time of allocation, he/she will have priority over other applicants and available places will be reduced accordingly.

Siblings means all children – brothers, sisters, step brothers and sisters, foster children etc, living with the same family at the same address.

In the event of there being too many pupils in any of the above categories or in all of the categories for the number of places available, priority will be given on the basis of firstly, those children requiring 30 hour places and secondly the shortest distance “as the crow flies”.

A place in the nursery does not guarantee a place in the reception class at this school.

Parents whose child is not compulsory school age have the possibility of deferring their child’s entry into a reception class. Any Parent considering this must speak to the Headteacher early in the previous academic year.

4. Right of Appeal

Parents should note that there is no right of appeal if a nursery place cannot be allocated. A waiting list will be kept.

5. Disability Discrimination Act

Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

6. Supplying false information on the application form could result in the offer of a place being withdrawn.