



St Chad's
CofE Nursery and Infant School

Nursery Admissions Policy

School Leader: K Gilsenan

Link Governor: K Bryne

Policy Approved **Signed: K Bryne** **Date: 07.06.17**

Policy Reviewed Signed: K Bryne Date: 06.06.18

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Information about the Foundation Stage

The Foundation Stage Leader is Miss K Gilsean.

There are strict ratios of 1:13 for Nursery settings. There needs to be at least 1 trained adult for every 13 children in Nursery. At St Chad's we have a Teacher and a Teaching Assistant for sessions with 26 children.

What is a child entering Nursery eligible for?

Children are eligible to be admitted to Nursery the term after they turn 3 years old, providing there is a place available in school (see admission number below). All 3 and 4 year olds are eligible for 15 hours (a week) of free Nursery entitlement (funded by the Government). Children can spend a maximum of five terms in Nursery depending on their date of birth.

Putting a child's name on the Nursery 'Waiting List'

Parents / Guardians wishing to apply for a Nursery place at St Chad's CE Nursery and Infant School will need to contact the school directly and arrange a convenient time to come in and complete a Nursery Waiting List Application with a member of the Office staff. Nursery places are in high demand and we recommend Parents / Guardians contact school as soon as possible to register for a Nursery place for their child.

The allocation of Nursery places is in accordance with the Governors' agreed oversubscription criteria.

Nursery Provision at St Chad's CE Nursery and Infant School

The maximum number of children that can be accommodated in Nursery is 26. The admission number is 26 places in the morning (08:45 – 11:45).

This will be reviewed annually according to need.

Parents / Guardians will be contacted by letter with a formal offer of a Nursery place. The Foundation Stage staff at St Chad's will arrange for a Home Visit to take place at a mutually convenient time prior to a child starting in Nursery. During the Home Visit Staff will complete Nursery Admission paperwork with the child's Parent / Guardian. In order to verify a child's date of birth the Parent / Guardian will need to provide the child's Birth Certificate or another form of identity, such as a Passport for school staff to view.

Whilst completing Nursery Admissions paperwork it is the responsibility of the Parent / Guardian to inform School of any known Special Educational Needs or Disabilities that their child may have and any medical or health care needs that the child has been diagnosed with. Parents / Guardians will also need to provide any prescribed medicines such as Epi-Pen or inhalers that may need to be kept in school.

Toileting and Intimate Care

St Chad's CE Nursery and Infant School will not refuse a child entry to Nursery if they are not yet toilet trained. If a child is not toilet trained and uses nappies or pull-ups it is the responsibility of the Parent / Guardian to provide school with a supply of nappies / pull-ups (at least 5-6) and wet wipes so that staff can change the child as necessary whilst they are in school. If children are not toilet trained school encourages Parents / Guardians to begin toilet training prior to attending Nursery. If a child is in the early stages of toilet training it is the responsibility of the Parent / Guardian to provide a bag with 2-3 pairs of underwear and a change of trousers / skirt to be used as necessary. During the school



induction process Parents / Guardians will need to agree to our Toileting and Intimate Care policy, a copy of the policy can be made available at request.

Key Worker Groups

Nursery is divided into key worker groups. Each group has a maximum of 13 children. A qualified Teacher or Teaching Assistant will lead a Key Worker Group. Additional Teaching Assistants may be present to support specific named children. Occasionally other adults may be present in Nursery, this includes students or volunteers who are all DBS checked and have completed the school's staff induction procedures.

Attendance and Punctuality

All children must be accompanied to and from school by a known adult (age 18 or older). All children should be brought on time to the start of the session and picked up promptly at the end of the session. The school does not authorise holidays or extended leave during term time and doing so may result in your child losing their Nursery place. Parents / Guardians are expected to contact the Attendance Officer in school if a child is ill and unable to attend school or if they are going to be absent from school at any time.

Withdrawal of Nursery Place

A Nursery place will be withdrawn if 10 sessions are missed without authorisation or without contact being made by a Parent / Guardian providing an adequate reason for the absence.

Snack

The Government provide a daily healthy snack of fruit and milk or water to every child in Nursery. Children have access to water every day at school.

School Uniform

All children attending St Chad's Nursery and Infant School wear school uniform, including children in the Nursery. The school uniform is as follows:

Red jumper or cardigan (logo optional)

Black or grey trousers or skirt

White shirt or polo shirt

Black shoes (flat)

Details of where to buy official Logo jumpers / cardigans will be available from the school office.

Children in Nursery are also required to wear a PE kit, which consists of:

White t-shirt

black shorts or leggings

Black PE pumps

Allocation of places (Governors' agreed oversubscription criteria)

The following criteria will be used to allocate the available places in the Nursery at St Chad's CE Nursery and Infant School should we receive more applications than can be accommodated:

- Children known by the local authority to have identified additional needs with an Education and Healthcare plan (EHC plan) and whose needs can be best met at the preferred setting.
- Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- The child has medical or social grounds (supported by written evidence from a Doctor, Social Worker or Education Welfare Officers) for admittance to the school



- Children whose permanent home address is in the designated area for St Chad's CE Nursery and Infant School
- The child lives within catchment and has a sibling who attends St. Chads CE Nursery and Infant School
- The child does not live within the school catchment area, but has a sibling that currently attends St Chad's CvE Nursery and Infant School.
- Church School request
- The child does not live within the school catchment area
- Any other child whose parent's apply for admission
- In case of over subscription priority will be given to those children living nearest to school.

Please note that if your child already attends Nursery at St Chad's Nursery and Infant School this does not automatically give them a place in Reception. You must still apply through the Local Authority (Derby City Council) for your Reception (full time) place.

As there is no statutory right to a Nursery place, there is no right of appeal against refusal.