

# St Wilfrid's Nursery Admission Policy



**ST CLARE**

Catholic Multi Academy Trust



**Mission Statement: Everybody Matters**

**Adopted by St Clare Trust Board:**

**May 2025**

Our Nursery will provide early years “education” rather than “childcare” and supports a smooth transition into the Reception class. The governing body is the admission authority and is responsible for setting the school nursery’s Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school. Every child is entitled to 15 hours free childcare. Some children are entitled to up to 30 hours per week (depending on eligibility). Free Early Learning (FEL) in an early years setting, from the start of the term following their third birthday, for 38 weeks in a full school year. At St. Wilfrid’s Nursery, this entitlement is normally taken from 9.00am to 3-3.15pm over 5 days. Our afternoon sessions will finish between 3 and 3.15pm in order to coincide with the end of the main school day for those who have siblings to collect. The extra 15mins will be free of charge.

The school can accommodate a maximum of 26 nursery children per day.

To access the full curriculum children need to attend either of the following sessions:

30 hours: 5 full days of 9am - Between 3 and 3.15pm

15 hours: all day Monday, all day Tuesday and Wednesday morning

15 hours: Wednesday afternoon, all day Thursday and all day Friday

15 hours: 5 mornings 9am-12pm

However, if none of these options work for you and you would like to request an alternative pattern of attendance, depending on availability we will try to accommodate this.

Children may bring a packed lunch or purchase a school meal at a cost of £2 per day. (Prices may increase).

Additional wrap around sessions

Breakfast club – 7.30am-9am – £6 per session

The Den (After school club) - £11.25 per session [sibling discount offered]

### **Procedures for Admission**

Parents/carers should complete an application form which is available from the school and also on the school’s website. This should be returned to the school, together with any relevant documentation as required (baptismal certificate, parent carer agreement and birth certificate).

Applications to start in January 2026 should be received no later than 30th September 2025.

Applications for children to start in April 2026 should be received by 1<sup>st</sup> January 2026.

Where there are more applications for admission to the nursery than the planned admission number (26) stated, the Governing Body will apply the following criteria in strict order of priority:

#### Category One

Catholic Looked After Children and previously Looked After Children

#### Category Two

Catholic children who are resident in the parishes of Mother of God or St William of York

#### Category Three

Other Catholic children

#### Category Four

Other Looked after and previously Looked After children

#### Category Five

Catechumens and members of Eastern Christian Churches

#### Category Six

Children of other Christian denominations whose membership is evidenced by a Minister of Religion.

#### Category Seven

Children of other faiths whose membership is evidenced by a Religious Leader.

#### Category Eight

Any other children

PLEASE CONTACT THE SCHOOL IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

#### Notes

1. For a child to be considered for Category One (Catholic children) the Governing Body requires that parents/carers produce a copy of a Catholic Baptismal Certificate.
2. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.
3. Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.
4. The place of residence of a child will be deemed to be the residential property at which the parent or persons with parental responsibility for the child reside on the date of application for admission to the nursery. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week