

# St Mary's Church of England Nursery Admissions Policy Entry Year 2024-25



Author St Mary's CE School  
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Ratified by Chair of Governors  
On Behalf of the ODBST

**St Mary's Church of England School –  
Nursery Admission Policy:  
Entry Year 2024-25**

## Nursery Statement

The ODBST is the admissions authority for the Nursery at St Mary's Church of England School and parents seeking a place in this provision should contact the school directly.

### St Mary's Church of England School catchment area

Catchment areas are shown on the map below.



Parents may still apply to this school even if they do not live within the catchment area. Parental preference is taken into account when allocating places.

Parents unsure about which catchment area they fall into may use the council's website. This uses postcodes to tell you your catchment school. [Find a school near you](#)

### Early Years

Our school runs a designated nursery for children who are rising four. We offer the 30-hour flexible entitlement, meaning that children can attend for six hours a day, with the option of a chargeable lunch club. Our expectation is that all children who are offered a place should eventually attend at least every morning (8:30am – 11:30am) or afternoon (12:15pm – 3:15pm) session each week, following a staggered start. Parents can apply for a place in the Nursery to start in the Autumn Term. If, by January, the class is not full (24 places) parents may apply for a place for their child in the Nursery starting in the Spring or Summer Term, please see admissions timetable on page 4. Applications for a place in the Nursery should be made directly to the school. In the event of over subscription, please refer to the admissions rules criteria outlined on page 4.

NB: Admission prior to Rising 5 does not guarantee admission to the reception class. Applications for the Nursery are made separately and managed by the school. There is no right to appeal for Nursery places as there are no statutory guidelines until children reach statutory school age (5).

**St Mary's Church of England School –  
Nursery Admission Policy:  
Entry Year 2024-25**

## **Context**

St Mary's Church of England School has a particular Christian ethos which is embedded within the school. We provide an inclusive, supportive and caring environment, shaped by the Christian values of Love, Truth, Hope, Forgiveness, Respect and Compassion. We accept applications from all members of the community and we wish parents to respect the Christian ethos of our school and its importance within the community.

The governors have made every effort to ensure that these arrangements comply with the School's Admission Code and all relevant legislation including that on equal opportunities.

### **15 Hours Funded**

A child is entitled to 15 hours a week, funded learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year. For those eligible for 15 hours' free childcare but not the 30 hours, additional sessions can still be applied for privately. Prices can be found in Appendix 1

### **Extended Hours (30hrs)**

A child that is entitled to 30 hours a week, funded learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year. For those eligible for 30 hours' free childcare it is the responsibility of the parent/carer to ensure they have a valid/renew their eligibility code. This must be done before the start of each term, ie by 31<sup>st</sup> August for Autumn Term, by 31<sup>st</sup> December for Spring Term and 31<sup>st</sup> March for Summer Term.

St Mary's Church of England School Nursery has the capacity for 24 children per session. The session times are 08:30 – 11:30am and 12:15 – 15:15pm and we operate a Nursery Lunch Club with up to 16 spaces at an additional charge. Prices can be found in Appendix 1 page 7.

The Governing Body reserves the right to operate a single session each day (morning session) if there are too few applications to operate two sessions at any given term.

**This policy applies to admission to the school's Nursery Class. The School (from Reception through to Year 6) has its own admission policy. A place in the Nursery, or an offer of a place in the Nursery, does not guarantee admission to the School – All parents must apply for a school place through the Local Authority at the appropriate date of entry point.**

## **Applying for a place in the Nursery**

Admission is by application only. If you are considering this nursery for your child please collect an application pack from the school's office or via email office@sma.odbst.org

The children will be allocated places for the term following the child's third birthday, in accordance with the published rules. Parents are welcome to apply for a place at any time. If there are vacant places, applications will be considered individually according to the stated criteria. The children will have staggered starts as part of their induction process.

<b>DOB</b>	<b>Entry Term</b>
1 <sup>st</sup> April 2021 to 31 <sup>st</sup> August 2021	Autumn Term (Sept) 2024
1 <sup>st</sup> September 2021 to 31 <sup>st</sup> December 2021	Spring Term (Jan) 2025
1 <sup>st</sup> January 2022 to 31 <sup>st</sup> March 2022	Summer Term (After Easter) 2025

Parents may express a preference for a particular session of attendance and the school will make every effort to accommodate those preferences, where possible. The final decision as to when a child is admitted, the number of hours a child is able to attend and their pattern of attendance, rests with the headteacher.

**St Mary’s Church of England School –  
Nursery Admission Policy:  
Entry Year 2024-25**

**Admissions Timeline**

The governors will consider applications in accordance with the admission rules. Parents will be informed of their decision within 15 school days of the application deadline.

<b>Term of Entry</b>	<b>Application Deadline</b>	<b>Notes</b>
Autumn Term	End of April	This is our main intake for the academic year and cannot guarantee a place or your first choice after this date.
Spring Term	End of September	Ranked according to our admissions rules below and offered based on availability
Summer Term	End of January	Ranked according to our admissions rules below and offered based on availability

Any child not offered a place due to no vacancies can be added to the continued interest list. Applications for earlier admission will not be considered.

**Admission Rules**

The Admissions Committee to the Governing body will apply the criteria listed below to all applications where they have received more than there are places available.

Once places have been allocated to children with a Statement of Special Educational Needs Definition1), the remaining places will be allocated in the following order:

1. Looked after child (see Definition 2)
2. Children with a normal home address (see Definition 3) in the catchment area of the school (a map is available on our website), and with a sibling (see Definition 4) on the roll at the school at the time of the application and who is expected to still be in attendance at the time of entry to the school.
3. Children with a normal home address (see Definition 3) in the catchment area of the school.
4. Children with a normal home address (see Definition 3) the catchment area of the school and with a sibling(see Definition 4) on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.
5. Other children. Proximity of the child’s home, as measured by the straight line distance between the home and the school (see Definition 3), with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to v should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place.

The process will be conducted by the Headteacher, the Nursery Lead and School Administrator.

**Definitions relating to admissions rules**

“Parent” is defined in law (The Education Act 1996) as either:

- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Definition 1) When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring XYZ School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**St Mary's Church of England School –  
Nursery Admission Policy:  
Entry Year 2024-25**

Definition 2) By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Definition 3) Def By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV license, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child’s home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent’s address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative’s address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home Nursery must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the coordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.



**St Mary's Church of England School –  
Nursery Admission Policy:  
Entry Year 2024-25**

Definition 4) By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

### **Nursery Lunch Club Policy**

Our lunch club is available to all children attending St Mary's Nursery on any day they attend the setting and is supervised by a member of the Nursery Staff. They will have the opportunity to join in with activities such as drawing, puzzles, sharing a book, lego, and playing outside. Activities will be planned in consultation with the Nursery Staff in order to complement activities planned for the Nursery class session.

The cost for the Lunch Club is detailed in Appendix 1, which is to cover the running of the session. This does not include lunch – please see below.

1. Children attending the Nursery for a full day will have their attendance blocked booked by the administration team for the whole, with payment being required in monthly blocks to secure the space.
2. Children can attend the Nursery Lunch Club on an ad hoc basis with booking being made via the school MCAS app. Payment should be made no later than 14 days after the booking date.

Nursery Lunch Club Payments can be made via the school's MCAS app or Tax-Free Child-Care Vouchers. Please ensure you email the school if you are making payment via the Tax-Free Child-Care Vouchers.

Payment is required in within 14 days of the request for payment and consistent failure to pay may result in your removal from accessing the club. Please note that Lunch Club fees have to be paid even if your child is unable to attend a session due to illness, holidays or any other reason, as your fees are used to pay for the running costs of the club. Parents must inform the school office of all non-attendance.

We are able to offer **up to 16 places** at each sitting, depending on staffing and availability. Places will be reviewed termly and those attending full days will be booked in advance, by the school office. Remaining spaces can be booked on a first come, first served basis. Booking must be made 24 hours in advance.

### **Packed Lunches**

Parents should provide a healthy packed lunch for their child. This should be prepared daily to ensure maximum freshness and to comply with food hygiene regulations. Parents are asked to ensure that their child's lunch box contains an ice pack to keep food cool if necessary. We like to promote healthy options such as fruit and vegetables. Please do not pack any fizzy drinks, sweets or food that requires reheating or are traditionally served hot.

We are a **'nut free school'** and your packed lunch **must not** contain any nuts, or anything containing nut products. Also, all grapes and sausages need to be cut length wise and popcorn is not recommended according to EYFS Statutory guidance.

For further information, please contact the School Administrator:

Admissions  
St Mary's C of E School  
Keen Close, Fairford Leys  
Aylesbury, Bucks  
HP19 7WF

Telephone: 01296 482094  
Email: [office@sma.odbst.org](mailto:office@sma.odbst.org)  
Website: <http://www.st-marysayersbury.bucks.sch.uk>

**St Mary's Church of England School –  
Nursery Admission Policy:  
Entry Year 2024-25**

**Appendix 1**

**Pricing**

Session	Cost
Nursery Lunch Club Ad Hoc/Full days	£5.00 per session
Additional Session (8:30-11:30 or 12:15-3:15)	£20.00 per session (AM/PM)

**Additional Session**

Payment for Children who are paying for additional session will be invoiced in advance (over their 15hrs and not entitled to 30hrs) will be invoiced in advance with payment required within 14 days. This can be paid by Bank Transfer or Tax-Free Child-Care Vouchers. Please ensure you email the school office once you have made payment.

**Resources Contribution**

In line with the ODBST Charges and Remissions Policy June 2022 – page 2-3 Voluntary Contributions;

- Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities.
- It is important to note that no child should be excluded from an activity simply because their parents are unwilling or unable to pay.
- When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.
- There is no limit to the level of voluntary contribution, nor is there any restriction on the way in which such contributions may be used.

St Mary's Nursery has a voluntary resources contribution, to cover the cost of consumable material used during the funded session. Contributions can be made through the schools MCAS app.

Suggested contribution.

- £10.00 per term/£30.00 one off payment

**Late Fees & Collection**

The framework is for the protection of children who have been left at the Nursery over the agreed collection time or once the nursery has closed. The nursery as a duty of care to the children and parents to ensure that collection of very young children is made at the agreed time or within normal nursery opening hours. Late collection causes additional overhead costs for the nursery and potentially unnecessary distress to the child. Children remaining in our care after the agreed collection time or normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified. We appreciate that sometimes there may be circumstances beyond parent/carer control affecting prompt collection of your child. If you know you are going to be late collecting the child in our care, please call at the earliest opportunity and discuss with the staff arrangements for the collection. Please note that a late stay fee will still be chargeable, unless agreed otherwise, in exceptional circumstances.

**Procedure**

Where possible the child will remain in the care of their key person, they will remain inside the Nursery and be reassured by staff members. A member of staff will try and contact all emergency contacts, please ensure these are kept up to date.

**St Mary's Church of England School –  
Nursery Admission Policy:  
Entry Year 2024-25**  
**St Mary's Church of England School - Nursery Application Form**

**1. CHILD'S DETAILS**

The legal surname is the one on your child's birth certificate, adoption certificate or change of name deed poll. Please tell us if your child uses a different surname on a day to day basis.

Legal surname		First name(s)	
		Preferred name	
Date of birth		Gender	Male / Female

The address on the application form should be your child's normal home address at the time of application. We may ask for proof of address should this be necessary.

Normal Home Address (This is the address at which the child normally lives)		<b>Postcode:</b>
Name & Address of current (or most recent) school/nursery / playgroup (if applicable)	If now left this setting, please give last date of attendance:	

**2. YOUR DETAILS**

The first part of this section should be completed with the details of all the parents(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child. You may also give us details of any other adult who has parental responsibility for the child.

You may find the following information regarding parental responsibility useful: 'If the child was born after 1st December 2003 and the name of the Father is on the birth certificate he will also have parental responsibility.

Name(s) of parents/carers living at home address above			
Relationship to child			
Email address			
Home/Daytime telephone number		Alternative telephone number (e.g. Mobile)	
If another adult has parental responsibility but does not live at same address as the child, please provide their name and address:			



**St Mary's Church of England School –  
Nursery Admission Policy:  
Entry Year 2024-25**

Are you applying on behalf of a 'Child in care' of a Local Authority?	<b>YES/NO</b> If 'Yes' please tell us which local authority supports the child and give social worker name and telephone no: Social Worker contact Name: Telephone number: Local Authority:
Does your child have a statement of special educational needs?	<b>YES / NO</b>
Will your child have any siblings attending St Mary's Church of England School on their planned start date?	<b>YES / NO</b> If 'Yes' please give details of sibling's name and date of birth:

Date of admission	Autumn Term / Spring Term / Summer Term 20____ (The start point is the term after your child's 3rd birthday)
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Please note that expressing a preference does not guarantee a place in your preferred session.

Session Preference	
5 Morning (8.30- 11.30am)	
5 Afternoon (12.15pm - 3.15pm)	
5 All Day (8:30- 3:15) plus lunch club	

**Funding**

All children are entitled to 15 Universal hours funding and some families will receive a further 15 extended hours. Please note that if you are planning on using the 15 extended hours you must have a valid code at the end of the term prior to them starting, we are unable to accept extended hour codes that become valid within the term they are with us. Eg September starters must have a valid code in the August prior.

Please indicate below the funding for your child.

15 Universal Hours	Extended Hours	Universal Hours plus paid for session at £20.00 per session (23/24 price)

**3. PARENTAL DECLARATION**

I certify that I have parental responsibility for the child in Section 1, and that this application has the agreement of all parents/carers listed in section 2.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I confirm I have read and understood the Nursery admissions and Lunch Club policy including the related charges.

Signature of Parent/carer:

Date:

Once completed you should return this form to the school office.

**NB** Admission to our nursery does not guarantee a place at St Mary's CE School – you will still need to apply for a place at the school through Buckinghamshire Council at the appropriate time. Admissions are then based on St Mary's CE School Admissions policy which can be found on the school's website.