



Nursery admissions policy

Purpose

At St. Thomas More we are committed to being as inclusive as possible in regards to our admissions. This policy outlines our approach to nursery admissions, our admissions criteria and an outline of what we offer.

Nursery admissions

At St. Thomas More we care for children from 3 to 4 years old. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available for the children.

3-year-old Provision

Our nursery has space for 24 children and with a minimum of 2 members of staff all fully qualified and passionate about early years learning.

What we offer

15 hours fully funded morning nursery places.

30 hours funded nursery places for any of those children taking up a full time nursery place.

If 30 hours funding is not eligible, children MAY be able to stay for the 15-hour afternoon place. In academic year 2024/25 this will be free to parents. From September 2025 there will be a charge of £15 per afternoon, per child, if there are any spaces left after funded places allocated.

Morning sessions run from 8:45- 11:45.

Afternoon sessions run from 12:15-3:15.

If a child is to stay over the lunchtime period of half an hour there will be a charge of £2.00 to cover supervision. Any child stopping during this period will need to provide their own lunch.

Please follow the process below if you are interested in a place:

- Download an application form from the website or collect one from the school office

- Apply for a nursery place during the application window of October 1st- March 31st
- Only apply the October before your child is eligible to start in the 3-year-old nursery.
- Places will be allocated following the criteria stated below during the first week of the summer term.
- Parents will be notified whether or not their child has a place in April.
- Parents will have until May half term to accept their child's place before it is offered to a child on the waiting list.
- If your child does not get a place you can request they remain on the school waiting list until December 31st.

How do you decide who gets a place in your nursery if oversubscribed?

If we are oversubscribed the admissions criteria below will be applied:

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
2. Staff children.
3. Baptised Catholic children (see Note 2 below) living in the parish of St. Mary's & St. Thomas More who have a brother or sister (see Note 4 below) attending St. Thomas More Catholic Primary School at the time of admission.
4. Baptised Catholic children (see Note 2 below) living in the parish of St. Mary's & St. Thomas More.
5. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St. Thomas More Catholic Primary School at the time of admission.
6. Other Baptised Catholic children (see Note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below).
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending St. Thomas More Catholic Primary School at the time of admission.
9. Non-Catholic children. Who live closest to the school (Note 5)

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

Note 5

Distances are measured by the Local Authority on behalf of the school. The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the local Land and Property Gazetteer (LLPG) and OS address point data.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Governing Body, will use a computerised system to randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Having a place in Nursery does not automatically give a child a place in Reception.

Attendance at St. Thomas More nursery does not automatically guarantee that a place will be offered in the Reception class of St. Thomas More. Parents must apply in exactly the same way as parents of children not attending the nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the nursery at the time of application.

Prior to a child attending nursery, parents must complete and sign forms which provide the school with personal details relating to the child.

We look forward to working with you and your child if you choose St. Thomas More.