



Wensley Road, Coley Park, Reading, RG1 6DU

Tel. 0118 9015545

Email: admin@st-maryallsaints.reading.sch.uk

NURSERY ADMISSIONS POLICY 2018 – 2019

Admission Authority

The Governing Board of St Mary & All Saints School is the Admission Authority for the School.

Admissions are delegated to the Nursery Admissions Committee.

The Committee shall consist of:

- Two Governors (not the Teacher Governor)
- The Headteacher
- The Foundation Stage Manager
- Admissions Officer (in attendance)

The Committee will meet as required to consider applications for admission to the Nursery. For the purpose of the allocation process, records will be kept and the following information about each child supplied to the Committee:

- Child's name
- Address
- Date of birth
- Birth Certificate, Council Tax Bill and one other Utility Bill – to be shown at the office at the time of application
- Registration number (allocated on receipt of the admission form)
- Any information supplied by parents/carers or professionals relating to a request for priority consideration.

Admission Number

The admission number for the Nursery will be 78, ie. the school will admit up to 39 children to each of the morning and afternoon sessions according to the number of places available.

Attendance

Attendance will be for 5 sessions per week – either every morning or every afternoon.

Length of stay

A place will not normally be allocated for one term only.

Long Term Absence

If a child is absent for an extended period (ie. more than three weeks in any academic year, except in the case of certified sickness) the place will be re-allocated.

Applications for admission

Parents/carers may register for a Nursery place after a child's second birthday and must show a birth certificate to confirm the child's date of birth. Places will be offered primarily on the basis of age normally following the child's 3rd birthday.

Applications should be received not later than –

For Term 1 and 2 2018	Friday 11 th May 2018
For Term 3 and 4 2019	Friday 12 th October 2018
For Term 5 and 6 2019	Friday 25 th January 2019

Parents/carers will be notified of the allocation of a place by –

For Term 1 and 2 2018	Monday 11 th June 2018
For Term 3 and 4 2019	Monday 12 th November 2018
For Term 5 and 6 2019	Monday 18 th February 2019

Parents/carers will be given 2 weeks in which to respond to the offer of a place after this time, places will be re-allocated.

Late Applications

Late applications will be considered after all those received on time have been dealt with, unless a parent/carer can demonstrate good reason why their application was not filed on time, eg. when a single parent has been ill or a family has just moved into the area or returned from abroad.

Over-Subscription Criteria

In the event of the number of applications exceeds the number of places, the following over subscription criteria will apply in the order below –

1. Children with Special Educational Needs.
2. Looked after children or those who have been looked after but ceased to be because they were adopted, made the subject of a child arrangement order or made the subject of a special guardianship order.
3. Children who have, or one or both of whose parents have, exceptional medical or social needs that make it essential that they attend St Mary and All Saints School (See note on page 4).
4. Children who are transferring from another nursery and whose home address is within the designated area of the school at the time the place is allocated.
5. Children, starting with the oldest, whose home address is within the designated area of the school:

West Green Court
Rembrandt Way (All roads in the estate are just called Rembrandt Way)

Swallows Croft
Carsdale Close
Shaw Road (Southern part only)
Saint Saviours Road
Tintern Crescent
Wensley Road
North Lodge Mews
Lesford Road
Heron Way
Holybrook Road
Arbour Close
Trelleck Road
Tyberton Place
Hay Road
Tupsley Road
The Brookmill
Yew Lane
The Old Lane
Boston Avenue (even numbers)
Coley Avenue (south side of Berkeley Avenue)

A map of the area may be inspected in the School Office.

6. Children who have siblings who will be in attendance in the School at the time of admission to the Nursery.
7. Children who do not meet any of the above criteria.

NB. In any case where two or more children rank equally under any of the above criteria and there is only one place available, the tie breaker criteria which is applied is the oldest child by date of birth.

Admission Appeals

There is no statutory right of appeal.

Special Educational Needs

Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them. The school will require supporting/medical evidence.

Children have a learning difficulty if they:

- a) have a significantly greater difficulty in learning than the majority of children of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority.
- c) are under compulsory school age and fall within the definition at (a) or (b) above or would so do if special education provision was not made for them.

Children will not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Exceptional Medical or Social Needs

When applying under Criterion 2 the application must be fully supported by written evidence from an appropriate independent professional person involved with the family (e.g. doctor, social worker, early years professional or family support worker) and should state why the school is considered to be the most suitable and the potential difficulties which would be caused if the child were to attend another school. The evidence must be submitted with the application form by the closing date.

Meaning of Parent

S576 Education Act 1996

A parent/carer in relation to a child or young person, includes any person who is not a parent but has parental responsibility for a child or who has care of a child.

Siblings

Siblings include children living as siblings in the same family unit and at the same address as the child for whom the applicant has parental responsibility.

Home Address

Home address means the child's normal home address and is the child's permanent address at the time of application. This is regarded as where the child sleeps most nights of the school week (Sunday to Thursday).

In cases where a child has a split residence arrangement between the homes of two parents, the home address will be where the child sleeps for most of the nights between Sunday and Thursday.

Parents/carers may obtain further information regarding this policy from the School Office.

Admission to St Mary & All Saints School

Parents/carers should note that admission to the Nursery Class does not guarantee a place in the main school. Parents/carers requiring a place at the school should complete a separate application by the closing date.

Forms may be obtained from the School Office.