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## **NURSERY ADMISSIONS POLICY 2020 – 2021**

### **Admission Authority**

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

Admissions are decided by the Governors' Admission Committee but this is delegated to the Foundation Stage Manager, and the Admissions Officer in consultation with the Chair of Governors, unless it is necessary to apply the Over-subscription Criteria below.

The Committee consists of:

- The Chair of Governors
- At least one other Governor (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, as stated above. 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. There are some 30 hour Nursery places available; this will depend on eligibility and 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 3<sup>rd</sup> birthday.

Applications should be received not later than –

For Term 1 and 2 2020	Friday 15 <sup>th</sup> May 2020
For Term 3 and 4 2021	Friday 11 <sup>th</sup> October 2020
For Term 5 and 6 2021	Friday 22 <sup>nd</sup> January 2021

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

For Term 1 and 2 2020	Monday 15 <sup>th</sup> June 2020
For Term 3 and 4 2021	Monday 16 <sup>th</sup> November 2020
For Term 5 and 6 2021	Monday 15 <sup>th</sup> February 2021

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**

When the agreed number of applications for admission agreed with Reading Borough Council is exceeded, the following criteria will apply in order –

1. Children with Special Educational Needs.
2. 'Looked after' children or those who have been 'looked after'.
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).
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 seen 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 is the oldest child by date of birth.

### **Admission Appeals**

A parent who is unsuccessful in obtaining a place in the Nursery may appeal against the decision to the Governing Body's Appeal Committee. The decision of the Committee will be binding on the Applicant and the School.

Details of how to appeal may be obtained from the School Office.

### **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 must 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 the 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 the most suitable and the difficulties which would be caused if the child had to attend another school. The evidence must be available by the closing date for the return of the application form and with the form.

### **Meaning of Parent**

S576 Education Act 1996

A parent 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 should complete a separate application by the closing date.**

**Forms may be obtained from the School Office.**