

# FEDERATION OF ST ANNE'S AND ST MARTIN'S CATHOLIC PRIMARY SCHOOLS

## St Anne's and St Martins



**Learning to live by faith and to be known by love**

## **Nursery Admissions Policy and Procedures**

## Policy Management

Policy owner	Headteacher
Approved by:	FGB
Date of next review	December 2025
Review cycle	Annually
Policy published on website	Yes
Date approved and by whom	December 2024
Type of Policy:	Non Statutory
Template Based on:	School
Statutory Guidance	<i>Insert any link to any statutory guidance relating to the policy</i>

## **Nursery Policy including Admissions**

### **1. Entry points to Nursery**

There are 3 entry points to Nursery

- In September at the beginning of Autumn Term
- In January at the beginning of Spring Term
- In April at the beginning of Summer Term

### **2. Admissions**

We accept children in the Term after they have turned 2 years old.

#### **2a. Admissions Process**

Parents are encouraged to book a tour of the school prior to submitting their application form. Tours are held on Wednesdays and can be booked by emailing [admin@st-annes.reading.sch.uk](mailto:admin@st-annes.reading.sch.uk)

During the tour, parents will be given an application form.

- i) For admission in September
  - Admission form\* should be submitted to the school by May 30th.
  - By 15<sup>th</sup> June - School will confirm whether a place is offered\*\*.
  - Confirmation of acceptance of place and deposit of £30 to be received by the school by 30th June\*\*.

\*See Appendix 1

\*\* See Appendix 2

- ii) For admission in January
  - Admission form should be submitted to the school by 30th October
  - By 15<sup>th</sup> November - School will confirm whether a place is offered.
  - Confirmation of acceptance of place and deposit of £30 to be received by the school by 30th November.

- iii) For admission in April
  - Admission form should be submitted to the school by 1<sup>st</sup> February.
  - By 15<sup>th</sup> February - School will confirm whether a place is offered.
  - Confirmation of acceptance of place and deposit of £30 to be received by the school by 29<sup>th</sup> February.

Please note that the £30 deposit is refundable when your child starts at the Nursery.

#### **2b. Waiting List**

If no place is available, children will be put onto the school-held waiting list.\*\*\* Children are ranked as below:

1. Baptised Catholic children who are looked after or previously looked after.

2. Baptised Catholic children living in the parish of Our Lady and St Anne who have a brother or sister attending St Anne's Catholic Primary School at the time of admission.
3. Baptised Catholic children living in the parish of Our Lady and St Anne.
4. Other Baptised Catholic children who have a brother or sister attending St Anne's Catholic Primary School at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are looked after or previously looked after.
7. Non-Catholic children who have a brother or sister attending St Anne's Catholic Primary School at the time of admission.
8. Non-Catholic children.

If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the main entrance of the school as defined by the headteacher. The Local Authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children;
- The children must be living permanently in the same household.

There is no appeal process for non-statutory children.

### **3. Transition Process**

For admission in September, Transition arrangements will be sent out by July 1st.

For admission in January, Transition arrangements will be sent out by December 1st.

For admission in April, Transition arrangements will be sent out by 1st March.

### **4. Charges**

#### **2 year olds**

We accept children with the two different funding schemes by the Government that offer *15 hours of free term time nursery education for 2 year olds*. Targeted funding: available for parents claiming benefits and the Working Parents funding. Parents of children who are

eligible for any of these two, would need to provide the school with the related code as part of the admissions form.

When child is not in receipt of any of these free hours, then the sessions would need to be paid privately as per the following fees:

£22.50 per each morning or afternoon session (3 hours)

£4.65 per each lunch session (45mins)

### **3 – 4 year olds**

All children are entitled to *15 hours of funded term time education* from the term following their 3rd birthday. The School also offer places for 30 hours of free term time nursery education for eligible children. Parents must apply directly to HMRC for their 30 hour entitlement via their website: <https://www.childcarechoices.gov.uk/> and share the details of the code at point of admission.

For any additional hours or sessions taken by a child not in receipt of the 30 hours fundint, these would need to be paid privately, as per below:

£18.60 per each additional morning or afternoon session (3 hours)

£4.65 per each lunch session (45mins)

#### **Nursery Opening Hours**

Morning session: 8.45-11.45

Lunchtime 11.45-12.30

Afternoon session 12.30-3.30

If a child is not picked up by 3.40pm, there will be a charge of £1/minute thereafter.

### **5. Lunch**

Lunches can be ordered via Parent Pay or parents may provide a packed lunch.

### **6. Other**

Parents should provide their child with

- A water bottle
- Spare clothes
- Wellies
- Rainproof jacket as needed
- Sun hat and sun cream as appropriate

## Appendix 1

### NURSERY SCHOOL ADMISSION FORM

<u>CHILD'S DETAILS</u>			
Legal Surname		Date of Birth	
Forename		Gender	Male/Female
Any other names		Country of Birth	
Address			
Home Telephone		When do you wish your child to start nursery?	
Ethnicity		Religion	
First Language spoken by child		Language spoken at home	
CHILDS NHS Number			
Is the child in Public Care YES/ NO	Known to children's Services (Social Worker) or Children's Action Team YES / NO	Statemented for Special Educational or has an EHCP: YES / NO	Known to the Educational Psychology Service: YES / NO
Have a disability / illness: YES / NO			

Please be advised if you have answered Yes to any of the above, please provide details below. The school may contact you to discuss this further.

<u>NAME OF PARENT/CARER DETAILS</u>			
Mother		Father	
Parental Responsibility	Yes/No	Parental Responsibility	Yes/No
Daytime Tel		Daytime Tel	
Mobile No.		Mobile No.	
Email address		Email address	
Home Address (if different from Child)		Home Address (if different from Child)	
National Insurance Number		National Insurance Number	

<b>Signature</b>		<b>Signature</b>	
Do you consent to your child being photographed / recorded on video in connection with St Anne's Nursery?	Yes/No	Do you consent to your child being named individually in newspapers in connection with St Anne's Nursery?	Yes/ No
Do you consent for photographs/videos of your child to be used on the St. Anne's website?	Yes/No	Do you consent to your child undergoing routine checks by the Community Nurse?	Yes/ No

## OTHER EMERGENCY CONTACTS

Please give details of **two additional** people who may be contacted in an emergency (not already listed) and their contact numbers

Name (1)		Name (2)	
Relationship to child		Relationship to child	
Contact Telephone No		Contact Telephone No	

## PREVIOUS NURSERY SETTING/CHILDCARE PROVIDER ATTENDED

	From		To	
	MMM	YY	MMM	YY

How will Your child travel to Nursery

Walk/Car/Public Transport/Cycle/Other

Please delete as appropriate

## MEDICAL DETAILS

Doctor's Name		Doctor's Address	
Doctor's Tel Number			

Please list any medical conditions that we should know about with any regular medication

Please list any allergies that we need to be aware of

Please list any dietary requirements that we need to be aware of (ie no pork etc)



## ATTENDANCE

St. Anne's Nursery offers up to 15 hours free per week to all children aged 3 years/4 years and all eligible 2-year-old children. These hours can be taken over 5 mornings or 5 afternoons.

Sessions are;

Morning - 8.45 - 11.45 or Afternoon - 12.30 - 3.30

Do you wish your child to attend for Mornings or Afternoon sessions? please delete as appropriate:

MORNINGS Y/N

AFTERNOONS Y/N

## LUNCH TIME SESSIONS

Lunchtime Session - 11.45 - 12.30

Do you wish your child to stay for Lunch club at a cost of £4.65 per session? Y/N

Please indicate the days you require below.

LUNCH - MON - TUES - WED - THURS - FRI

Please note places must be booked in advance.

## ADDITIONAL SESSIONS

Children can attend additional sessions at a cost of £18.60 per session.

Do you wish to request additional sessions? Y/N

Please indicate the additional sessions you require below.

MORNINGS - MON - TUES - WED - THURS - FRI

AFTERNOONS - MON - TUES - WED - THURS - FRI

Please note additional sessions are subject to availability.

Funding Code:	
---------------	--

## INVOICES

Invoices will be issued on a monthly basis in advance. Payment is required within 14 days of receipt of invoice, thank you.

**PLEASE BE ADVISED; All non-funded contractual sessions are chargeable. Changes should be requested in writing 1 month in advance. Sessions are non-transferable. You will be charged if your child does not attend as a result of illness.**

## SIGNATURE OF AGREEMENT

By signing this form, I agree that:

- I will pay all invoices issued in respect of my child
- I will pay all invoices within 14 days of receipt of the invoice
- I will give a minimum of 1 months' notice of any change of hours (including termination of place).

Signed:

Date:

**Appendix 2**  
**Confirmation of Place Letter Template**



**St Anne's**  
**Catholic**  
**Primary School**

St. Anne's Catholic Primary School, Washington Road, Caversham, Reading, RG4 5AA. Telephone: 0118 9375537

E-mail: [admin@st-annes.reading.sch.uk](mailto:admin@st-annes.reading.sch.uk) [www.st-annes.reading.sch.uk](http://www.st-annes.reading.sch.uk)

**Head Teacher: Mrs. B Tobin**

Archdiocese of Birmingham

**Assistant Head Teacher : Mrs. G Burnitt and Miss P Lee.**

Reading Borough Council

Dear *(insert name of parent/s)*,

I am writing with regard to your application for a Nursery Place at St Anne's Catholic Primary School. We are delighted to offer you a place for *(insert child's name)* from *(insert start date)*. Please note that the sessions will be *(insert sessions offered)*.

Please could we kindly ask you to complete the confirmation of acceptance of place below and return to us with a £30 deposit - refundable when *(insert child's name)* starts with us by *(insert date by which confirmation must be sent)*?

We are hugely looking forward to welcoming *(insert child's name)* to St Anne's!

Kind regards,

*(insert sender's name)*

---

**Confirmation of acceptance of Place**

I *(insert parent's name)* accept the place offered for my child *(insert child's name)* commencing *(insert start date)*.

I enclose £30 deposit to secure the place.

Signed: (parent signature)

Date:

**Appendix 3**  
**Waiting List Template Letter**



**St Anne's**  
**Catholic**  
**Primary School**

St. Anne's Catholic Primary School, Washington Road, Caversham, Reading, RG4 5AA. Telephone: 0118 9375537

E-mail: [admin@st-annes.reading.sch.uk](mailto:admin@st-annes.reading.sch.uk) [www.st-annes.reading.sch.uk](http://www.st-annes.reading.sch.uk)

**Head Teacher: Mrs. B Tobin**

**Assistant Head Teacher: Mrs. G Burnitt and Miss P Lee**

Archdiocese of Birmingham  
Reading Borough Council

Dear *(insert name of parent/s)*,

I am writing with regard to your application for a Nursery Place at St Anne's Catholic Primary School. I am very sorry but, at this time, we do not have a place for *(insert child's name)*. In accordance with our Admissions Policy, we will put *(insert child's name)* on our waiting list and will contact you should a place become available. If you do not wish *(insert child's name)* to go on the waiting list, please do let us know on [admin@st-annes.reading.sch.uk](mailto:admin@st-annes.reading.sch.uk)

Kind regards,

*(insert sender's name)*