



The Minster Nursery &  
Infant School



Admissions Policy for starting  
Nursery in Sept 2017-18.

Approved: Nov 2015

## The Minster Nursery & Infant School- Admissions Criteria for Nursery Classes

The admission number for The Minster Nursery & Infant School is 68 (part time places - either five mornings a week or five afternoons a week)

**Please note that the government only entitles each child to 15hours free Nursery time. Therefore you cannot have 15 hours free entitlement in The Minster Nursery plus any other free time elsewhere.**

**Children who join our Nursery are not guaranteed a Reception class place at The Minster Nursery & Infant School. Parents must apply directly to the Local Authority for a Reception place at the appropriate time .**

### **2 yr olds starting Nursery**

As part of our Nursery setting of 68 we now have the facility to accommodate a maximum of 16 x 2 yr old children. Starting the term after their 2nd birthday.

The application forms are available as described below with an addition Early years Pupil Premium form (EYPP) which needs to be completed by the parent. This additional (EYPP) form is then checked via a Government Early Years funding website for confirmation of whether the parent is eligible for a free 2 yr old funded place. If they are eligible then they are offered a funded place and asked if they wish to pay for addition hours (daycare).

If they are not eligible for a funded place then they are asked if they wish to pay for their child to attend our Nursery with full payment from the parent.

Once the child reaches the term after their 3rd birthday then they are automatically funded for a free place from the government.

**\*\*\*\*Please see attached appendix 1 with regard transferring 2-3 yr olds in to our 3-4 yr old Nursery and criteria used to catagorise 2-3yr olds joining our Nursery\*\*\*\***

### **3 yr olds starting Nursery**

Pupils will be admitted into Nursery classes in the term after their 3<sup>rd</sup> birthday.

All application forms for the Nursery are available from either the school office or to download from the school website [www.minsterinfants.com](http://www.minsterinfants.com) and all applications must be made directly to the school. Parents/Carers are asked to state a preference for morning or afternoon sessions. Where this cannot be accommodated, the school may offer the alternative session.

If by the closing date for Nursery applications, the number of applications is smaller or equal to the number of places available for the morning and afternoon sessions separately, then all children will be offered a place at their preferred session. If the number of applications is higher than the number of places available, then allocations will be made in the following order.

### **Criteria for admission:**

#### **FIRST PRIORITY**

##### **'Looked After' Children and previously looked after children**

**Looked after children** are defined as children in public care at the date on which the application is made.

If an application is made under the 'looked after' criteria, it must be supported by a letter from the relevant Local Authority Children's Services Department.

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after.

If applying under the previously looked after criteria, copy of the adoption or special guardianship order must also be supplied.

#### **SECOND PRIORITY**

##### **Siblings**

If your preference is because an older child of the same family unit and living at the same address will be in attendance at The Minster Nursery and Infant School or The Minster Junior School at the beginning of the Autumn Term 2015, you will be allocated a place if available. A sibling is defined as a brother or sister, half brother or sister, step brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address.

#### **THIRD PRIORITY**

**Denominational Applicants- Supplementary Application form for Admission to Church of England Primary Schools in Croydon, is required.** Collect from the school office, or download from the school website [www.minsterinfants.com](http://www.minsterinfants.com), this form

should be completed in addition to the Nursery Application form in order to be considered under this criteria.

The Foundation Governors will consider applications for a denominational place from parents who are regular and committed worshipping church members.

**Regular and committed worshipping church members are defined as a minimum monthly attendance for a year by the time of the application. References on families' commitment are sought of the Parent /Carer from their Parish clergy.**

Applications will be considered in the following priority order:

- **First denominational priority:** Croydon Minster (formerly Croydon Parish Church) and St. George's Church, Waddon.
- **Second denominational priority:** Other Anglican churches in the Archdeaconry of Croydon.
- **Third denominational priority:** Non-Anglican Churches that are full members of the Churches Together in Britain and Ireland ([see www.ctbi.org.uk](http://www.ctbi.org.uk) or you can ask your parish clergy), and for whom The Minster Nursery and Infant School is the nearest Church School.

#### **FOURTH PRIORITY**

##### **Medical Cases**

Consideration may be given to children with serious medical needs or a parent with serious medical needs which would prevent them taking their child to school, as described in the Admission to Primary School brochure 2015-2016. The Application **must** be supported by a letter from the hospital consultant and /or the family's GP. These are then forwarded to the LA who assess the application and make a decision.

#### **FIFTH PRIORITY**

##### **Geographical distance**

Places will be allocated by the LA on the geographical basis described in the Admission to Primary School Brochure 2014/2015. Distance priority will be given to pupils living nearest to the school as measured in a straight line using the local authority's computerised measuring system with those living closer to the school receiving higher priority.

“Home” is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding, business or relatives cannot be considered.

Distance will be used as a tiebreaker for each over subscribed criterion. Where distance is the same for pupils; the school will use random allocation.

### **Tie breaker**

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the school will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the school will use random allocation.

### **Day care provision**

Where on- time Nursery applications have been offered half day places in the first round of offers by the school and accepted, those parents who have requested additional fee paying hours for their children will be offered Daycare provision where this is available. The school’s criteria for admission, as detailed previously, will be used to prioritise the Daycare applications.

### **Late applications**

Nursery Applications which are received after the closing date will not be considered in the initial allocation round. They will be allocated available places after all on time Nursery application preferences have been processed and daycare provision offered to those requesting it. Late applications will be added to the school’s waiting list if no places exist.

### **Waiting Lists**

Parents may request that their application is kept on file until a place at the Nursery becomes available. The application will be held on file until the end of the child’s eligibility to be in the school’s Nursery. When a place becomes available, all current applications for a place will be considered in accordance with the criteria of the Admissions Policy. Subsequent rounds of Nursery places will be offered after the Daycare provision and the initial round of Nursery offers have been made.

The school will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

### **In-year Admissions**

Applications for a place in the Nursery in-year, **as with all admissions to the Nursery, should be made directly to the school.** The school will use the same criteria to rank the application as that listed above. In the event of the school deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal against the decision, in writing to the School governors c/o the Admissions officer The Minster Nursery & Infant school.

## Appendix 1

In 2015-16 the school took the decision to extend the Nursery setting to take 2 -3 year olds, joining us the term after their second birthday.

### Transfer of 2-3 yr olds to 3-4 yr old Nursery

As part of this pilot scheme we are allowing the 2-3 years who are currently on roll in July 2017 to move up in to 3-4 year Nursery from Sept 2017 as an automatic transfer and no application is required. The maximum number of children this will affect is 16, leaving 52 places available for any new children who apply directly to the school office for a place.

If the total number of Nursery applications exceeds 62 then the “criteria for admission” as described in this policy will apply.

All children who join our Nursery are not guaranteed a Reception class place at The Minster Nursery & Infant School. Parents must apply directly to the Local Authority for a Reception place at the appropriate time.

### 2-3 yr olds who become eligible for a free Nursery place

Once the child has reached the term after their third birthday they are then eligible for a “free” Nursery place. If the number of children on the waiting list for a 2-3 year old Nursery place exceeds the number of places available then the “criteria for admission” as described in this policy will apply.