



# THE MINSTER NURSERY AND INFANT SCHOOL

SCHOOL OF INSPIRATION

**DETERMINATION HONOUR BELIEVE**

PREPARING FOR A BRIGHT FUTURE WITH INNOVATIVE AND EXCITING LEARNING

**Executive Headteacher: Ali Silke**

**Head of Schools: Laura Akhtar**

**Chair of Governors: Brian Birch**

## NURSERY ADMISSIONS POLICY 2025-2026

The Fruits of the Spirit underpin all that we do and we weave these Christian values into the fabric of our school ensuring that they underpin every thought, decision and action made.

This policy has been compiled mindful of these spiritual fruits to make sure they develop and sustain all aspects of school life at The Minster Nursery and Infant School.

The admission number for the nursery setting at The Minster Nursery & Infant School is initially 60 part time places, either five mornings a week or five afternoons a week. This figure is changeable depending on the total number of applications, and the different ratios of children to adults that apply to nursery aged children. This is currently 2 year olds =1:5 and 3 year olds = 1:12, depending on the staff qualifications.

**From April 2024 the government continue to entitle each 3 and 4 year old, to 15hours free nursery space .In addition parents can apply for working entitlement for 2 year olds and the most disadvantaged 2 year olds, to 15hours free nursery space.**

**Some 2 & 3 year olds may be eligible for an additional free 15 hours subject to their parents meeting a qualifying eligibility criteria set by the government. Please log on to the following website to check your eligibility, <http://www.childcarechoices.gov.uk>.**

**Alternatively, if you are eligible for the additional free 15 hours, and we cannot accommodate your child, then this can be taken at another setting other than The Minster Nursery & Infant school. ie. your child is able to attend more than one nursery setting to access their full 30 hours free entitlement if applicable.**

**Children who join our nursery are not guaranteed a reception class place at The Minster Nursery & Infant School. Parents must apply directly to Croydon Local Authority for a reception place at the appropriate time via [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions)**

### **2 year olds starting Pre Nursery**

As part of our nursery setting, we now have the facility to accommodate a maximum of 10 x 2 year old children. **Starting the term after their 2nd birthday, providing they are 2years old by 31<sup>st</sup> August of the academic year that they are applying for ie 31/08/2025**

The nursery application forms are available either to download from the school website [www.minsterinfants.co.uk](http://www.minsterinfants.co.uk) or collect a paper version from the school office. Parents have to apply & check their eligibility for either:  
1.Working parents entitlement via central government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) OR  
2.Disadvantaged entitlements via the Croydon portal:<https://Croydon.cloud.servelec-synergy.com/Synergy>

Once the eligibility has been verified and we have spaces available, then your child will be offered a funded place. If your child is eligible for the 15 hour code, then it has to be renewed every 3 months. HMRC will contact you directly. If the code is NOT renewed this will affect the funding that we are able to claim from the LA on behalf of your child while they are attending our nursery setting. This will result in the parent having to pay for any shortfalls in the nursery funding.

The disadvantaged codes do not have to be renewed.

All nursery 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 your child is not eligible for a free 2 year old funded place, then you will be asked to pay for your child to attend our nursery with full payment being made by the parent.**

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

### **Transfer of 2-3 year old Pre Nursery place to 3-4 year old Nursery place**

Children who currently attend the 2-3 year pre nursery and are on roll in July 2025, will automatically move up to 3-4 year nursery from Sept 2025, keeping the same session unless a written request is made.

### **3 year olds starting Nursery**

New pupils, who have not attended our pre nursery, will be admitted into our Nursery classes in the term after their 3<sup>rd</sup> birthday. Once the child has reached the term after their third birthday they are then eligible for a “free” 15 hours Nursery place.

Some 3 year olds may be eligible for an **additional free 15 hours** subject to their parents meeting a qualifying eligibility criteria set by the government. Please log on to the following website to check your eligibility, <http://www.childcarechoices.gov.uk>.

If your child is eligible for this - the 30 hour code has to be renewed every 3 months. HMRC will contact you directly.

If the code is NOT renewed this will affect the funding we are able to claim from the LA on behalf of your child while they are attending our nursery setting. This will result in the parent having to pay for any shortfalls in the nursery funding.

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.

### **All Nursery Applications**

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 allocation will be made in the following order.

### **4 week notice period- Croydon free entitlement parental/carer agreement**

As part of the parent agreement that you will be asked to sign once your child is offered a Nursery place you acknowledged that *“if you move your child to another setting without giving 4 weeks’ notice in writing you will not be able to claim the 2 year old or 3-4 year old universal funding in the new setting until the end of the 4 week period as the original setting claims this in lieu of notice”*

Therefore, if you move your child from our nursery setting to either: another school which has a nursery attached to it or a private nursery, you **MUST** give us a 4 week notice period. **If you do not** then the new setting **will not** be able to claim any funding for your child. **As a result of this, the new setting will either ask you as the parent to fund your own child for this period, or they will delay your child starting with them until the 4 week period has passed.**

**Alternatively, if your child already attends a nursery and you wish them to transfer into our setting,** then the 4 week notice period will still apply. This means that you will have to inform in writing, the original nursery of your intention to leave their setting and join ours 4 weeks later. In order that the funding from the Local Authority can be continued by us, we will liaise with the original nursery and agree when your child will commence their nursery placement with us.

### **Criteria for admission:**

#### **FIRST PRIORITY**

#### **‘Looked After’ children and previously looked after children**

Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will

require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

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 2025, you will be allocated a place if available. **(Sibling priority will not be granted where the child in attendance at the school is in the nursery class)**

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 as the child for whom the school place application is being made.

## THIRD PRIORITY

### Denominational applicants

**Supplementary Information 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.co.uk](http://www.minsterinfants.co.uk), this form must be completed in addition to the Nursery application form in order to be considered under this criterion.

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, St. George's Church, Waddon & St Andrew's Croydon.
- **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. The Application **must** be supported by a recent letter from the hospital consultant and /or the family's GP attached to the online Medical form as part of the application process, giving the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. Paper copies are available from the school office or website [www.minsterinfants.co.uk](http://www.minsterinfants.co.uk). The school is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit.

These are then forwarded to the Governing Body who assess the application and make a decision.

Claims for priority of admission on medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted were not readily available at the time of the application or if they relate to a new medical condition. Any submission made after the initial application must be supported by details of how the circumstances have changed since the original application and by further professional evidence.

## **FIFTH PRIORITY**

### **Geographical distance**

Places will be allocated by the school on geographical distance, priority will be given to pupils living nearest to the school as measured in a straight line (see note 1 & note 2)

**Note 1.** Distance will be measured in a straight line from the pupils main home to the designated main entrance, nominated by the school, using the Local Authority's computerized measuring system and geographical reference points provided by the National Land & Property Gazetteer with those living closer to the school receiving higher priority. For shared properties eg. Flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

**Note 2.** "Home" is defined as the address where the child normally resides as their only or principal residence. The school would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child. This may be used to determine the normal place of residence for the purpose of measuring the home to school distance. Addresses involved in child minding, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The school should be notified of changes of address immediately, failure to do so could result in the child being denied a place at a preferred school.

### **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**

Once all 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 and who are not eligible for free 30 hour 3 year old nursery place, 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.

Individual daycare contracts including terms and conditions will be produced and sent to all relevant parents, asking for one copy to be signed and returned to the infant school office.

Please note that non-payment of daycare fees will result in immediate termination of the additional provision and debt recovery procedures will commence. All additional charges in this respect to be met by the parents in full.

### **Non attendees**

Once you have been allocated a place and completed your child's initial settling in period, usually completed in the first week, we expect your child to attend our nursery on a regular daily basis.

If your child does not attend our nursery regularly and a valid reason is not provided by the parent, then the school will request that your child is taken off roll and we will advise you that they are no longer able to attend our Nursery sessions.

This will not affect any future nursery or reception application that the parent may make.

### **Children not ready for the nursery setting**

Some children may find nursery a little overwhelming and in order for them to enjoy and benefit from our setting, they may be offered a reduced timetable or suggested they return at a later date. However we will continue to offer help and support while they adjust.

### 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 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 Chair of School Governors c/o the Admissions officer, The Minster Nursery & Infant school via the main school office address.