St. Chad's C.E. (C) Primary School
Nursery Admissions Policy

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the person of God may be complete, thoroughly equipped for every good work. (2 Timothy 3:16-17)

This policy is available on our school server, website and is available on request from the school office.

This policy will be reviewed in full by the Governing Body on an annual basis.

Signature	*J Brennan* **Joanne Brennan**	**Headteacher**	**23rd October, 2026**
Signature	*Z Comley* **Zoe Comley**	**Chair of Governors**	**23rd October, 2026**
		Renewal Date:	**26th November, 2027**

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Places Available

Children can be admitted on the day they become 3 years old. We run a cycle of 3 term admissions, with intakes in September, January and April. We also accommodate admissions at any stage of the term if we have places available. We have 24 places available but this can increase depending on Reception numbers.

It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places and in this instance admission to Nursery will be determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of applications for admission to the nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

1) Relevant Children in Care, including those previously determined as Looked After Children. (That is, 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).

2) Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners.)

3. Children living within the defined catchment area of the school.

4. Other children will be arranged in order of priority, according to how near their home

addresses are to the school determined by Google Walking Route Map.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the next criteria. If for instance, all the catchment area cannot be accommodated, children who are catchment and live closest to the school will be admitted next.

How to apply

An application form will be made available on the school website and this must be returned directly to the school. The school will also ask to see the child's original birth certificate to confirm their ago. Parents will be notified of the outcome of their application at least a half term prior to their child's enrolment date. If our setting is full, we may be able to place you on our waiting list.

Children entitled to 30 hours will be offered 5 full days. Children requiring 15 hours will be offered 5 mornings or 5 afternoons. Combined morning and afternoon places will only be offered if slots are available. Parents entitled to only 15 hours can pay for the additional slots if available.

Additional Notes

Attendance at the nursery will not guarantee admission to our Reception class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Local Authority :- www.staffordshire.gov.uk/admissions.

In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names the nursery will be admitted to our Nursery setting.

Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school. It has also recently been extended to include those previously determined as Looked After Children. (That is, 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).

The home address is considered to be the child's along with their parent/carers main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date they will be offered to the child at the top of the waiting list.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the Governor's complaints procedure.