

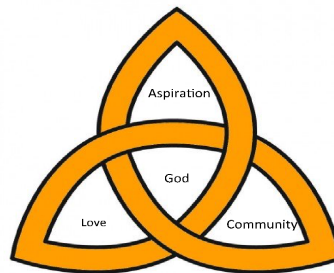
Nursery Admissions Policy

Vision

Our vision is that children are nurtured to love learning, love one another and love God.

'Love learning, love one another, love God.'

Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself
(Mark 12)



Pupils' Voice

"We would like to be able to welcome all children who live under the same roof so that they can go to the same school and share the same experiences."

Policy drafted by: Admissions Committee

Date: Spring 2020

Review: Spring 2021

Applications for admission to the nursery should be made after the child's second birthday. Applications should be made directly to the school by the closing date for all maintained nursery schools in the Borough. The form is available from the school office or via the website; www.holytrinityschool.org.uk. It is the parents' responsibility to inform the Head teacher of any change in circumstances since the completion of the application form.

Please note that a nursery school place does not guarantee a place in the main school. Separate and different admissions criteria apply to reception class entry.

A maximum of 52 children who are aged three and over can be accepted for admission to the nursery class in September following their third birthday, or the following January if places are available. Places are part-time, in either the morning or afternoon. From January 2020 we have established up to 16 lunch club and afternoon places which will be offered to children attending our morning nursery, therefore creating a whole day attendance (8.45am to 3.45pm). If all 16 places are taken, this will leave 10 part time places in both the morning and afternoon sessions.

The additional sessions will not be covered by standard 'Universal' funding and will therefore have a fee attached to them, however those families eligible will be able to use the '30 hours' additional funding for the afternoon session. To find out more about the additional funding and if you may be eligible please follow this link www.childcarechoices.gov.uk. 30 hours funding can be used, however the place will be treated as chargeable until correct eligibility for the term has been verified. You must have applied for and have received your 30 hours extended day code before applying for this option. **You need to renew this code termly.** Lunch provision is not covered by the 30 hours funding so must be paid for unless you take your child home. A healthy packed lunch must be provided each day as we are not able to offer a cooked school meal. Details about current charges are available on the school website.

Fees will be invoiced termly in advance. All parents taking part in the 30 hours extended day will be required to sign a copy of our terms and conditions prior to their child taking up the offer. If more than 16 families request the extended day and have a valid eligibility code, places will be offered according to our admissions criteria below.

If there are more applications than places available, applications will be ranked according to the following categories of priority;

1. Children who are or have been in public care.
2. Children who have an exceptional medical or social need requiring attendance at Holy Trinity Nursery rather than any other nursery. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure

to provide sufficient information at that stage will mean that children cannot be allocated a place at Holy Trinity in accordance with this priority category. All information submitted will be regarded as confidential.

3. Children with brothers or sisters at the school at the time of admission. This includes half, step, or adopted family members, and those in the same household living as a family unit.

4. Children who live nearest the school, in order of proximity, according to the Local Authority's current way of measuring distance. The distance would be calculated from home to the nearest school entrance measured by the shortest route by road or publicly maintained footpath as calculated by the Local Authority's computerised geographical system (GIS).

WAITING LISTS

If your child does not get a place within the normal round of admission to the nursery class they will be placed on a waiting list and the same criteria will apply.

APPEALS

If your child is refused a place you may appeal in writing to the Admission Appeals Committee, c/o Holy Trinity School, Carrington Road, Richmond, TW10 5AA.