

HOLY FAMILY CATHOLIC PRIMARY SCHOOL

NURSERY ADMISSION POLICY 2025 26



At Holy Family we grow, learn and succeed in the footsteps of Jesus.

Holy Family Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to the Nursery.

Holy Family Nursery is a 52 part time place nursery which offers part time and full time places.

Application Process

Application to admission to the Nursery can be made by contacting the school office for a form. Parents should note that if your child's name has been put on the list for the Nursery, it does not constitute that a place will be guaranteed.

An application form for the Nursery in the September intake should be completed by the parents and submitted to the Office by **15th January** in the academic year in which the child will have their third birthday. Applications after this date will be considered once the first application round is completed and places have been allocated.

Places will only be offered in the **Spring** term or **Summer** term if there are places available and as above if there is an oversubscription of places, the School's Admission Policy will be used to decide on places offered.

Offers for a Spring term start (January) will be made by the last school week in September.

Offers for a Summer term start (After the Easter holiday) will be made by the last school week in January.

Provision

A minimum of 15 hours provision must be taken (free funded hours). Additional hours may be available to support the 30 hours funding or for an additional charged session depending on availability. There will be an additional charge for lunchtime supervision (set currently at £3). Fees for any charged sessions offered, will be payable a half term in advance at a rate agreed by the Governing Body.

Oversubscription

Where there are more applications than places available, the School's Admissions Policy will be used to decide which children are offered a place.

Options

Application for part time places (15 hours free entitlement – financed by Central and Local Government) will be allocated before consideration is given to the allocation of full time places to comply with the Government's Code of Practice. Parents will have the opportunity to request either morning or afternoon sessions.

From September 2017, the Government offered to eligible parents a further 15 hours free entitlement, (financed by Central and Local Government). The criteria for this entitlement is as follows:

30 Hours Funding Entitlement

- Both parents are working or one parent is working in lone parent families. This will be defined as earning the equivalent of 16 hours per week on national minimum wage and can include self-employment.
- Both parents are employed but one or both of them are temporarily away from the workplace on parental, maternity, paternity or adoption leave.
- Both parents are employed but one or both of them are temporarily away from the workplace on statutory sick pay.
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring.
- One parent is employed and one parent is disabled or incapacitated based on specific benefits.
- Parents will remain eligible for the free entitlement if they access tax credits, universal credit, tax-free childcare and other childcare schemes to help pay for any additional childcare they need in addition to their free entitlement.
- For further details please click on the following link www.gov.uk/30-hours-free-childcare

Parents entitled to 30 Hours Funding will need to complete online application form and retrieve a code, which needs to be given to the school in order to claim funding for your child's place.

Parents are invited to express their preference for a 30 hour place on the Nursery Application Form, but this is no guarantee that they will be offered this option, as this

will depend on the number of places available and their child's rating against the admissions criteria.

Informing Parents

Parents will be informed if their application for a place at Nursery in September has been successful in the first half term of Spring. If the Nursery is oversubscribed and your application has not been successful, you will have the option of being placed on the waiting list. Parents must then accept the place in writing by post or email on the reply form provided and by the date specified.

Visits to the School

There will be an opportunity for Nursery children to visit the school for a "play and stay" session. This is a wonderful opportunity for parents and children to meet the staff and become familiar with the Nursery setting.

Attendance

There will be a staggered admission for Nursery children over a time period and not all the children will start on the same day.

It is important your child is punctual for the session and has regular attendance as places are limited and poor attendance may result in having to offer the place to another child.

Collecting Nursery Children at the End of the Session

Only a responsible adult may collect your child at the end of the session. If a parent or carer is not collecting the child, Nursery Staff need to be informed. The Nursery also operates an additional "password" system if there is a change to pick up arrangements. No child will be allowed to leave the premises until the staff are fully satisfied that the adult collecting them has been authorised by the parent.

Personal Details

Contact details and medical information for your child will be requested prior to starting Nursery. There will be an opportunity for parents to meet with the Nursery Staff to discuss your child, prior to them starting in the Nursery.

Snacks

A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme.

Your child will also receive a carton of milk to accompany their snack.

Lunch

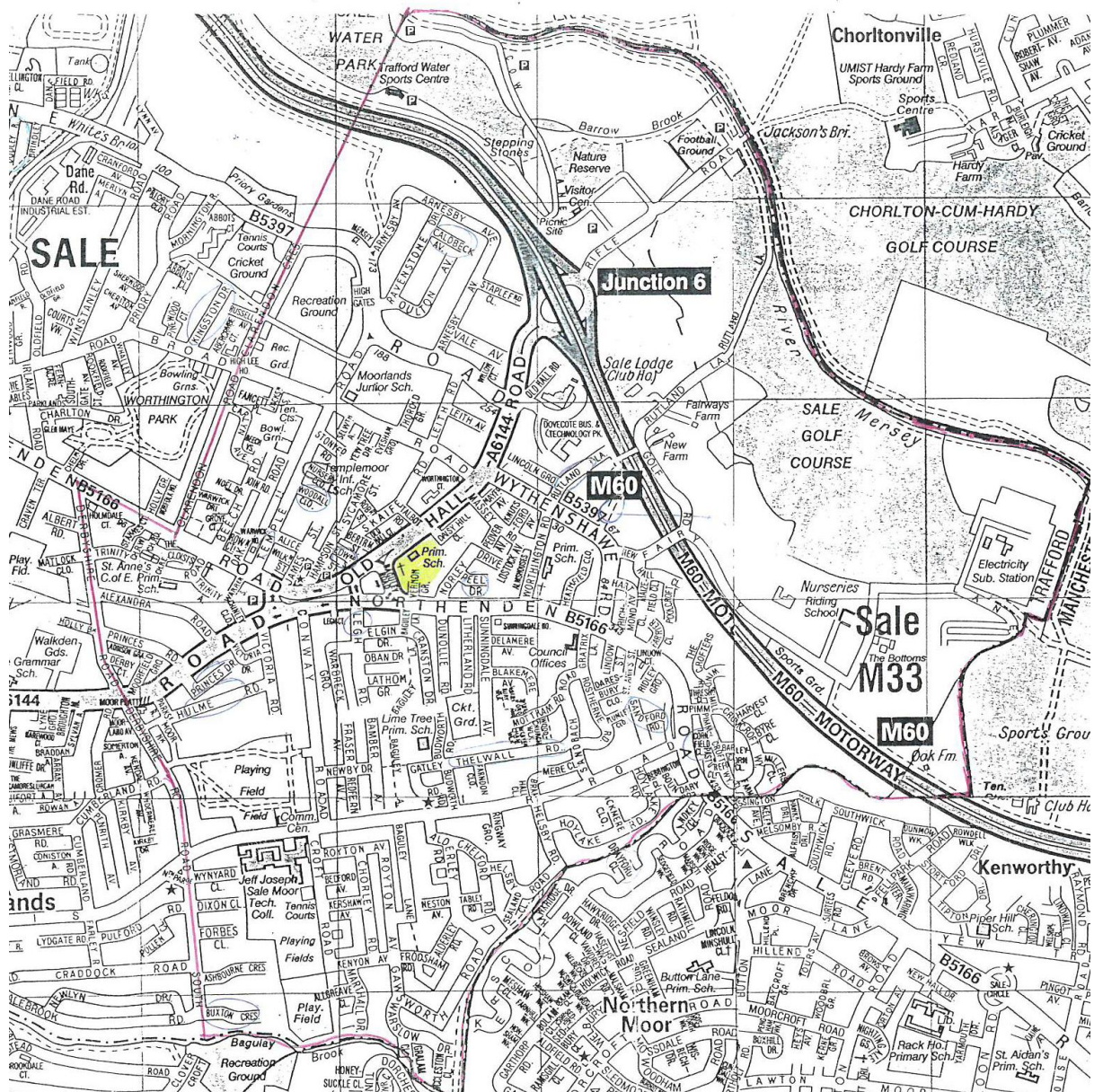
If your child is staying for the lunchtime session, please provide a healthy packed lunch. Please also ensure that tomatoes and grapes or any other fruit or vegetable that may cause a choking hazard are cut lengthways. School meals are offered. Menus are available on our website. Water is provided throughout the day and at lunchtime.

Medical Information

There will be an opportunity for parents to meet the staff to discuss any specific medical conditions for the Nursery to be aware of and if appropriate a personal medical plan will be put in place.

Admission to Reception Class

It must be remembered that although your child may be offered a place in the nursery, there is no guarantee of a Reception place. Reception place applications must be done through the Local Authority.



Boundary map (red outline)