



Admissions Policy and Procedure

Policy Statement

Parishioners of the Parish of Our Lady & The Saints of Sussex fund raised to build St. Richard's Nursery. It was created to become a caring and nurturing environment for pre-school children, some of whom choose to go onto St Richard's Catholic Primary School. St Richard's Nursery warmly welcomes applications from all families in the local area.

Admissions forms are available from the Nursery. Children will usually be offered a place from the start of the term in which they have their third birthday. An initial offer of 2 sessions per week will be made, with additional spaces offered if they become available. Full time sessions will only be offered subject to availability. An earlier start date will only be made available if there are no children older than the applicant wishing to start in the same term. St Richard's nursery can only take a maximum of 5 two-year olds in any one session with a maximum of 2 funded 2-year-olds in any one session. Priority is given to all children who will transition into school in September.

Once the sessions have been offered and confirmed, parents will be expected to use them in the term the place is first made available. Sessions cannot be deferred on the register for future use unless they are paid for. Sessions covered by the Free Entitlement payments can only be claimed if the child attends the session. If parents wish to reserve the sessions, they need to have paid the booking fee (see our fees policy) and the nursery fee for the sessions unused. If parents do not want to start in the term offered and do not want to pay for the sessions to be reserved, they can opt out of the admission process, the child's name will go back onto the waiting list. Parents will be contacted again for a start date in the following term subject to availability. Sessions would then be made available from the space available on the register at the revised time of entry.

The Nursery's waiting list will be prioritized on the same basis as the over subscription criteria above.

If parents wish to increase the number of sessions a request in writing should be made to the nursery manager. Sessions will not be changed midterm unless the manager has agreed exceptional circumstances in writing.

In the school year in which a child will be 4 years an offer of 15 hours per week will be made where possible. This will be a mix of morning and afternoon sessions, to meet individual needs as far as possible. Parents who are eligible to receive 30 hours funding will be required to show proof of eligibility before the start of the term in which the hours will be used. Parents who have paid the booking fee will be given priority choice of sessions.

In The Event of Oversubscription

Places will be offered according to the following priority:

A. Baptised Catholic Children resident in the Parish of Our Lady and the Saints of Sussex -

The application must be supported by a certificate of Baptism. Families without a certificate will be placed in the category C

B. Baptised Catholic Children of families belonging to other Catholic Parishes within West

Sussex - The application must be supported by a certificate of Baptism. Families without a Certificate will be placed in category C

C. Other children whose parents and carers wish them to attend the nursery.

Tiebreakers

Within each criterion above, the following priority will apply in the order below:

1. Those applicants who have a sibling currently attending St Richard's Nursery or have previously attended the nursery.
2. If there still requires a tiebreak to determine who gets a place, priority will be given to those living closest to the nursery. The distance from the nursery to the residence of the applicant will be measured by a straight-line distance on a map.

The Nursery actively promotes Christian values and includes appropriate acts of prayer as part of each session. We expect that parents applying for places at the nursery will accept and uphold the Catholic character and ethos of the nursery. Nevertheless, the nursery will fully respect the beliefs of the parents and the children from all denominations and backgrounds.

ADMISSION TO THE NURSERY DOES NOT GUARANTEE ADMISSION TO THE SCHOOL.

(The school has its own admissions policy, and a separate application must be made.)

Once a childcare place has been offered the relevant paperwork is completed by the nursery before the child starts and filed on the child's personal file.

Parents will be issued with the following

1. Privacy notice of St Richard's Nursery- explains what personal data we collect, why we collect it, how we use it, the control parents/carers have over their personal data and the procedures we have in place to protect it.
2. Fee Policy - explains the current fee structure, hourly rate and when we would expect payments to be made.
3. Registration Form - Contains personal information about the child and family that must be completed in full prior to the child commencing.
4. West Sussex Safeguarding Privacy Notice - explains how we will share information with West Sussex should we feel the need to in respect to the safeguarding and the Protection of your child.
5. Families will be informed that they can request access to any of the nursery policies.

Children with SEND

The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.

- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being, and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g., risk assessment, staff training, health care plan and all other adjustments required. The child's safety is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative

impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has been involved with social care, the designated person (Diane Wynne) will contact the agency to seek further clarification. Parents are advised on how to access the setting's policies and procedures.

Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1027881/Early_years_entitlements-operational_guidance_3_.pdf