



# St Faith's

Church of England  
Infant and Nursery School

## Nursery Admissions Policy 2025-26

“Our inclusive St Faith’s family strives to enable all to achieve their full potential and inspire a community of hope and friendship. We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all.”

*Oscar Romero .... “Aspire not to have more, but to be more.”*

As a Church School, the distinctive Christian values of respect, compassion, trust, justice, friendship and community are promoted through the experiences we offer to all our pupils, to give pupils the knowledge, skills and understanding that they require to lead confident, healthy and independent lives. We promote the teaching and understanding of fundamental British values in order to prepare pupils for life in modern Britain. We positively teach the values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. Teaching the fundamental British values helps the children to become informed, active and responsible citizens.

This policy outlines the purpose, nature and management of **Nursery Admissions** in our school. It reflects the consensus of all members of staff. It is based on current practice and has the full agreement of the governing body. The implementation of this policy is the responsibility of the Head teacher, teaching staff and support staff. It is our collective responsibility to raise awareness and that all policies are known, understood and used appropriately.

### Nursery Hours

The school is able to offer a maximum of 78 part-time (9am -12pm, 12pm to 3pm) Nursery places. There are 39 places in the morning and 39 places in the afternoon. Children will be admitted for either a morning place (Monday to Friday, 9am -12pm), an afternoon place (Monday to Friday 12pm to 3pm) or 2 and a half full days (all day Monday and Tuesday 9am-3pm and Wednesday morning 9am-12pm **or** Wednesday afternoon 12pm to 3pm and all day Thursday and Friday 9am-3pm), as requested, where possible. There can be some flexibility to the timings. Please enquire at the school office.

For parents that are eligible for the 30 hours funding, we offer a number of 30-hour places in the Nursery (Monday to Friday, 9am – 3pm).

### Additional hours availability

Arrangements for childcare outside of these times may be able to be made with our own before and after school provision, The Fireflies. This must be arranged and paid for independently of the Nursery hours. For those families not entitled to the 30 hours, we do offer a number of fee-paying places in school, to supplement the 15 funded hours, if required. We charge £18 for half a day and £36 for the full day and parents are invoiced each month for the extra sessions. As this is a prior arrangement and the place is secured for your child and is reviewed each half term, these fees will be charged even if your child doesn’t attend due to illness, holidays etc.

We are also offering the opportunity for families to pay until 3.30pm, to bridge the gap between Nursery hours and Fireflies, or to support with childcare. This is a charge of £3. This will be booked through our online booking system.

Funded Nursery places will always take priority over the fee-paying places, except for in the case of children who are classed as In Care or Looked After. Therefore, the availability of fee-paying places will be dependent on the demand for funded places. Fee paying places will be offered and reviewed each half term and will be subject to our terms and conditions. A notice period of 4 weeks is required should you wish to leave the nursery.

## Admission timeframe

Children will be accepted into the Nursery in the September following their third birthday. Parents are asked to register their interest in a nursery place at the school office. Parents will be notified in writing prior to admission and invited to attend a welcome meeting and visits. We may also request an additional meeting with families, if a child has been identified as having additional needs or has had support at their previous Nursery or setting.

If all those wanting places in the age group have been given places and there are spare places available, the school will consider children whose 3<sup>rd</sup> birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December for entry into Nursery in the January and children whose 3<sup>rd</sup> birthday falls between 31<sup>st</sup> December and 31<sup>st</sup> March for entry into Nursery in the April. This applies if the child is 3 years old at the time they start school. These places are allocated in birth date order, i.e. starting with the child who turned 3 first from 1<sup>st</sup> September, rather than according to our over-subscription criteria below. These will be one entry point, at the beginning of the Spring and Summer terms.

There will be no mid-term admissions for children who are joining Nursery early. These additional hours for early Nursery places only occur if we are in a position to offer additional places. If our sessions are at capacity or reaching capacity, those spaces remain spare for any children who are Nursery age and need a place in the Spring or Summer term, before they start Reception.

All families are required to complete the Nursery Admissions form and Funding Declaration Form before entry. It is very important that the families complete all sections of both forms, and that school is informed of any additional needs or support that a child may need. In cases whereby a child has attended a previous nursery setting, contact will be made with the previous setting to gain an insight into the child.

If a parent applies for an early mid-year application into Nursery, following their child's third birthday, and their child has high needs e.g. medical or special educational needs, the school reserves the right to refuse early entry, if the needs of the child cannot be fully met. This will be in the best interests of the child. The parents and child will be supported and advised during this time.

## Oversubscription Criteria for Nursery age children

If the school has enough places for all children, then they will all be admitted, but if there are more applicants than places when the places are being allocated, then children will be admitted in the following order:

1. Looked after children and all previously looked after children.
2. There is a brother or sister on roll at the school at the time of application, or if applying for an infant school there is a brother or sister on roll at the associated junior school at the time of application.
3. The school is the nearest one to the home address.

All applicants will be considered equally according to the criteria set out above.

## Additional Charges

As explained above and in addition to the 15- or 30- hour entitlement, we have the following charges for our Nursery provision:

Item	Charge
Extra hours / sessions in the Nursery – half a day	£18
Extra hours / sessions in the Nursery – full day	£36
Extra 30 minutes 3pm until 3.30pm	£3 daily
Wraparound Care – The Fireflies, booked for through <a href="https://www.st-faiths.lincs.sch.uk/booking-for-the-fireflies-and-after-school-clubs/">https://www.st-faiths.lincs.sch.uk/booking-for-the-fireflies-and-after-school-clubs/</a>	Breakfast £6 Early Bird evening £5 Full evening £10
Nappies / wipes used if your own are not provided (we strongly encourage you to provide your own to ensure they are suitable)	£1 each time
School water bottle	£3.50
School visits e.g. the theatre	To be confirmed depending on the cost of entry, bus etc
School meals – these are to be booked and paid for through Good Lookin Cookin (GLC) directly	Paid directly to GLC

### **Inclusion and equality**

Lincolnshire County Council has an inclusive education policy and children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2002. This includes reasons such as:

- Developmental delays, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training.
- Additional educational needs, including emotional or behavioural difficulties.
- Physical or sensory impairment.

### **Safeguarding procedures**

At St Faith's we have a positive culture of safeguarding, with effective policies and procedures in place. Our safeguarding procedures are outlined in our Child Protection and Safeguarding Policy, which can be found on our website <https://stfaithscofe.secure-primariesite.net/safeguarding-information-and-policies/>.

Approved by the governing body on:-	July 2025
Signed (Chair of Governors)	<i>Dave Vincent</i>
Signed (Headteacher)	<i>Amanda Konrath</i>
Review Date	May 2026