



ST MARY'S CATHOLIC PRIMARY SCHOOL & OUT OF SCHOOL CLUB

NURSERY ADMISSIONS POLICY 2025/26

St Mary's Catholic Primary School
Manor Lane, Middlewich CW10 9DH
01606 516171
Ofsted Registration Number: 111340

Policy Statement

Our setting is accessible to children and families from all sections of the local community regardless of race, colour, religion or means. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list for the school nursery in birth order. A child can attend the setting from the age of three years. Funded places of 15 and 30 hours will start from the term after your child's 3rd birthday, starting on 1 January, 1 April or 1 September.
- There is the option for parents to pay £25.00 per day or £12.50 per half day to the school for earlier provision from when your child turns three to bridge the gap until your child's funding starts.
- For all funded and non-funded places there will be a set fee of £6.00 per child per day for lunch cover. Alternatively, if a parent does not wish to pay for lunch cover, they can collect their child at 11.30am and return them after lunch at 12.00pm. The days/sessions offered will be:
 - Monday and Tuesday 8.30am – 3.00pm, plus Wednesday 8.30am – 11.30am (15 hours)
 - Wednesday 12.00pm – 3.00pm plus Thursday and Friday 8.30am – 3.00pm (15 hours)
 - Monday to Friday, 8.30am – 3.00pm (30 hours)

Monday to Friday 15 hours - Would be two full days and a morning or afternoon session on a Wednesday as above.

ParentPay charges

Lunch cover 11.30-12.00pm charged £6.00 per child per day

This will include a hot meal and a child can also bring their own packed lunch if they wish but the charge is a set fee to cover staffing, alternatively you can take your child home for lunch and bring them back. Toast is available daily at a weekly cost of £1.00 (optional).

- The Nursery operates during term time only – 38 weeks of the year from September to July.
- We welcome all children, but if more children apply than the number of places available, then priority is given to:
 - Catholic looked after and previously looked after children.
 - Catholic children who are resident in the parishes of St. Mary's Middlewich (including St Margaret Ward, Holmes Chapel) and St Winefride's, Sandbach.
 - Other Catholic children.
 - Other looked after and previously looked after children.
 - Catechumens and members of an Eastern Christian Church.
 - Children of other Christian denominations whose membership is evidenced by a minister of religion.
 - Children of other faiths whose membership is evidenced by a religious leader.
 - Any other children.
- Admission to Nursery does not automatically guarantee a place in St Mary's Primary School.
- Funded places are offered in accordance with the Early Years Entitlements
- Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our Setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents/carers with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our Setting on the Application Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- To reserve a place in the setting, parents or carers, must have completed an application form that provides details of their child and sessions required. Thereafter extra session bookings can be made by email.
- A waiting list operates only when the setting is over subscribed. Children are then offered a place as soon as one becomes available following the criteria laid down in this policy.

- Half a term's notice must be given before withdrawing a child from the setting.
- Pre-school places are offered approximately half a term in advance of the starting date. If the place is accepted, then an induction visit is arranged during the half term before the starting date. Induction visits allow children to meet the staff and their new playmates, see the routine and become familiar with the setting.
- The setting understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure continued high standards and sustainability of the setting, it must ask that parents/carers respect its policy in respect of fees.
- Fees are payable 4 weeks from the beginning of each half term
- There will be an additional £5.00 per week added for any late payments. If fees are paid persistently late or not at all with no explanation, the setting will be forced to terminate that child's place.
- Parents/carers are encouraged to speak to the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.

- **Wraparound care –**

Nursery children will have the option of booking wrap around care on ParentPay the costs are as follows:

Breakfast Club	£4.50 7.30am to 8.30am
After School Club	£4.00 3pm to 4pm Fruit & drink provided
	£6.50 4pm to 6pm Snack & drink provided at 4pm
	£10.50 3pm to 6pm - Sibling's price is £8.50

- The wrap around Breakfast and After School Club is open to children attending St Mary's Primary School and Nursery and all places are subject to availability as per St Mary's After School Club and Breakfast Club Policy.
- The cut-off date for Breakfast Club bookings is 11am the day before the booking.
- The cut-off date for After School Club bookings is 11am on the day.
- This is so that staffing and numbers can be set and managed.
- Users will be able to cancel and make changes to their booking up until the booking cut off time.
- If a child is picked up late from After School Club a charge of £5 will be made for every 15 minutes beyond the collection time.
- After the cut off time, if a child is booked into a club and does not attend, the fee will still apply as the charge relates to the place being held not the actual attendance.

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 at all times 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 had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents can access the setting's policies and procedures via the school website policies and procedures section.

This policy was agreed at a meeting of St Mary's Nursery Team held on 2nd December 2024

Governor approval Date: 07 January 2025

Date to be reviewed: January 2026

Signed on behalf of the management Committee

Name of signatory

Role of signatory (e.g., Headteacher/Chair/Manager) Headteacher