Determined by FGB 21.3.2012

EARLEY ST. PETER'S NURSERY

ADMISSIONS POLICY

Academic year 1st September 2013– 31st August 2014

THE GOVERNORS OF EARLEY ST. PETER'S C.E. (VA) SCHOOL OPERATE TWO SEPARATE AND DISTINCT ADMISSIONS POLICIES - ONE FOR THE NURSERY AND ONE FOR THE PRIMARY SCHOOL.

Therefore, to avoid misunderstandings, the Governors ask parents to note the following important points:

- ***Separate registration and the completion of separate application forms are required for Earley St. Peter's Nursery and for Earley St. Peter's C.E. Primary School***
- ***Registration and the subsequent completion of an application form for Earley St. Peter's Nursery do not constitute an offer of a place in the Nursery. Offers of a place in the Nursery will be sent by the Governors in writing***
- ***A successful application for Earley St. Peter's Nursery does NOT guarantee a successful application to Earley St. Peter's C.E. Primary School***

REGISTRATION

Children can be registered for the Nursery with the School Secretary at any time. Registration indicates interest in a place at the Nursery & initiates the application process. Application forms will be sent to parents at an appropriate time to enable them to apply for entry using the Application for Admission form and following the Admission criteria.

ADMISSION INFORMATION

1. Children will normally be admitted to the Nursery in the September after they turn three years old. (i.e. the child will turn 4 years old during the academic year 2013-14).

2. The Nursery offers 52 part-time places i.e. 26 children in the morning and a further 26 children in the afternoon with a maximum free entitlement of 15 hours per week. In order to offer nursery experience to as many children as possible, no full-time places will be available. Therefore children will normally attend a maximum of five morning sessions or five afternoon sessions.

   Morning: 8.30 am – 11.30 am
   Afternoon: 12.30 pm – 3.30 pm

   The Governing Body reserves the right to adjust the Nursery session times upon a minimum of one term's notice in writing.

3. Children will be expected to attend regularly. The Governors reserve the right to withdraw a place if a child is frequently absent or is absent for an extended period without a good reason. Places would be held open in exceptional circumstances such as a long period of hospitalisation.

ADMISSION PROCEDURE

1. Parent(s) who have registered their child will receive a Nursery application form by post. They are asked to complete & to give as much information as possible on this form.

2. The Governors' Admissions Panel will meet annually and will consider the information on each application form before allocating the 52 available places, according to the Admissions Criteria.

3. All offers of places will be made in writing.

4. All offers of places must be accepted within 14 days of the offer being made.

5. Parents who refuse a place must re-apply if they wish their child to be considered for a place in future.

6 Late applications or transfers from other nurseries will be considered by the Governors if casual vacancies occur.

7. A Waiting List will be kept by the Nursery for unsuccessful applicants. Places will be offered from the Waiting List, if a casual vacancy occurs, in category order (see 'Admissions Criteria'). Priority for those children who will turn four years old during the academic year 2013-14 will be given to those children living closest to the Nursery. Distances will be measured using the Local Authority GIS computerized mapping system. The distance is measured as a straight line between the respective home address and the Nursery using the system applied by Wokingham Borough Council at the time of the application. In the event of identical or equidistant addresses, random allocation will be by supervised drawing of lots, carried out in the presence of an independent person.

8. If during the year, a casual vacancy occurs and there are no children on the waiting list who will turn four during the academic year 2013-14, then the Governors will offer the place to the oldest child who will turn four years old during the following academic year 2014-15 according to the admissions criteria.

9. Parent(s) whose application is unsuccessful have no statutory right of appeal but may ask the Governors' Admissions (Personnel) Committee to formally reconsider the application.

Earley St. Peter's Nursery is an Equal Opportunities establishment and all applications will be given equal consideration within the Governors' Admissions Policy

The Governors reserve the right to verify any of the information given on the application form.

ADMISSIONS CRITERIA

Children with Statements of Special Educational Needs naming Earley St. Peter's Nursery will always be admitted.

When completing the Nursery Application Form, parents should decide under which of the following four categories (other than for Statemented children) they wish to apply.

Category One: Looked-after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

Category Two: Children living in the roads listed below.

Category Three: Children living in the Wokingham Borough Council part of Earley (these are roads in the administrative area of Earley as listed by Earley Town Council), but not in one of the roads listed below.
(Children living in the Reading Borough Council part of Earley are not included in this category)
Clarification can be sought by viewing the Earley Town Guide published by Earley Town Council either at the Council offices or on their website.

Category Four: Any other children whose parent(s) wish them to attend Earley St. Peter's Nursery.

The categories will only become relevant if more applications are received than there are places available.

Please note that should two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the child living closest to the Nursery (School), (please refer to Admissions procedure 7 for details).

List of roads in Category Two:

Anderson Avenue	Barrington Close
Blackthorn Close	Byron Road
Chiltern Crescent	Church Road (both sides excluding odd nos. 1 – 67)
Courts Road	Culver Lane
Delamere Road	Eastcourt Avenue
Erleigh Court Drive	Erleigh Court Gardens
Fairview Avenue	Gardner Place
Gladridge Close	High Tree Drive
Hilltop Road	London Road (South Side nos. 228 to 404 only)
Mays Close	Mays Gate
Mays Lane	Milton Road
Nuthatch Drive	Oldfield Close
Palmerstone Road	Pitts Lane
Pocket Place	Sidmouth Grange Close
Sidmouth Grange Road	Stanton Close
Station Road (no 4, Corner House, No 5, Tudor Cottage, No 7, The Haven, No 9 Flats 1-5 and No 9, The Willows.	The Drive
Whitegates Lane	Wokingham Road (North Side nos. 197 to 301 only)

Terms used as defined below:

Looked After Children
'Looked after' means children for whom any Local Authority acts as a parent.