

# CHRIST CHURCH C of E PRIMARY SCHOOL NURSERY ADMISSIONS POLICY



## INTRODUCTION

This Admissions Policy applies to admissions to our Nursery from September 2016. **Attendance at the school nursery does not guarantee a place in reception** and a separate application must be made for reception class.

Christ Church is a Church of England School with an attached Nursery with 26 places each morning and 26 each afternoon. The Governors' aim is to provide sufficient places for the children of parents who worship regularly at Christian churches and to provide places for other children whose parents desire a Christian education for their children.

Each child attending the Nursery will be offered a place at five sessions, entitling the child to attend specified 3-hour morning and/or afternoon sessions each week during term time, and thus providing the government-funded entitlement to 15 hours free childcare. However, we also offer these children the option to extend their hours: allowing parents to buy additional sessions and/or additional lunch cover. Such extensions are currently offered only during the normal school day (9am – 3:30pm).

When applying for Nursery, parents will be asked which sessions they would like: some parents will have very specific requirements to fit in with their working hours, others can be more flexible. In allocating places, we will try to accommodate as many children as possible – preference will be given to children who are more likely to continue into the main school (ie: those whose circumstances more closely match the criteria for admission to main school) and preference for particular sessions will be given to those who need places to provide cover for their work. If no one opts to buy additional sessions, we can accommodate 52 children, but in practice would expect to have about 45 children on roll. Once a particular pattern of attendance has been agreed, parents will sign a contract agreeing to maintain this pattern for at least a term; but after this it can be varied if a parent's needs change, provided the school has sessions available at the times required – requests to change sessions should be made to the school office, not the Nursery staff.

Children may start once they have attained their third birthday, and can stay until the term before they start in Reception. Usually they will start Reception in the September after their fourth birthday. However, we accept that some children may start one or two terms later, either because other schools operate different admissions policies, or because parents have exercised their right to delay entry to main school. If this should apply to your child, please inform the school as soon as possible, as we shall otherwise assume that they will be leaving at the end of the relevant summer term.

Parents with children born in the spring term (January – March) may find that there is very little choice of available sessions for the summer term: however, it will usually be possible to delay a start until September, in order to get the sessions that are needed, or alternatively to start in the summer with what is available, and then change to preferred sessions in September.

## ALLOCATION OF PLACES

The Admissions Panel will meet in February, primarily for those children wishing to start in September, and again in July for those wishing to start in January or at Easter. If applications are made after these dates, places will be allocated as they are received, provided the Nursery is not full.

If a child has a statement of **Special Educational Needs** which names the school, or if the Admission Forum or the Local Authority requires the school to admit a child exceptionally in order to protect the interests of **vulnerable children and those with challenging behaviour** (these pupils will be shared between all schools in ways that are fair, objective and transparent), the child will be admitted to the school.

Priority for places will be the same as that used for Waiting Lists for main school – see details below. When places are allocated, the admissions panel will determine if the parent's chosen pattern of attendance can be met – if so, the child will be admitted. If not, and the panel considers that they are unlikely to be able to offer an acceptable alternative, the child will not be given a place, and the application with the next lower priority will be considered. Parents are therefore advised to be as flexible as possible on their application. Once all applications have been considered, any who have been unsuccessful will be contacted and asked if they wish to accept a place based on the sessions still available, wish to be kept on a waiting list, or wish to defer entry until September (when there is likely to be a greater choice of sessions). Only when the nursery is completely full will children not be offered a place. Where a parent has expressed a preference for a particular pattern, but this is not because of work commitments, the panel may choose to allocate a different pattern if this would allow them to offer a place to another child whose parent needs particular sessions for work.

## **OVERSUBSCRIPTION CRITERIA**

These criteria are used to determine the order in which applications are considered. When deciding between applicants with equal entitlement, priority will be given to the applicant who lives closest to the school. If this does not give a clear ranking (eg: twins) priority will be allocated randomly. Please note we have used the same numbering as for Reception applications (where separate lists are maintained for Foundation (F) and Community (C)). Here, F1 has the highest priority, and C5 the lowest.

- F1. Looked after children/previously looked after, provided they also meet one of Foundation Criteria F2, F3, F4 or F5 See Note 3**
- C1. Other Looked after children/previously looked after. See Note 3**
- F2. Siblings whose parents/legal guardians have had continuing and regular involvement in the religious life and worship of Christ Church, Barnet or another Trinitarian Church, for a period of at least one year prior to the closing date for admissions. See Notes 4, 5 & 6**
- C2. Other Siblings. See Note 4.**
- F3. Children whose parents/legal guardians have had continuing and regular involvement in the religious life and worship of Christ Church, Barnet for a period of at least one year prior to the closing date for admissions. Also Children of staff employed by the school, provided the parent has been so employed for at least two years at the time the application is made, and provided that at least one parent/legal guardian has had continuing and regular involvement in the religious life and worship of a Trinitarian church for a period of at least one year prior to the closing date for admissions. See Notes 5 & 6**
- F4. Children living within the school's Priority Area, whose parents/legal guardians have had continuing and regular involvement in the religious life and worship of another Trinitarian church (provided that the church does not have its own church primary school) for a period of at least one year prior to the closing date for admissions. See Notes 1, 5, 6 and 7**
- F5. Other children living within 1.3 miles of the school, whose parents/legal guardians have had continuing and regular involvement in the religious life and worship of another Trinitarian church for a period of at least one year prior to the closing date for admissions. See Notes 1,5&6**
- C3. Children of staff employed by the school, provided the parent has been so employed for at least two years at the time the application is made**
- C4. Other children living within the school's Priority Area, See Notes 1 and 7.**
- C5. Other children.**

### Notes:

1. **Measurement of Distance from school.** Rankings within any one criterion are determined by the distance between the school and the child's home. In the case of more than one family inhabiting the same block of flats, priority will be given from the ground floor up. Distance will be measured in a straight line from the front door of the child's home address to a designated point at the school, using the Local Authority's computerised measuring system. For Christ Church, the designated point is the school's main entrance door.
2. **Equal Applicants.** If the distance rule does not give a clear priority (eg: twins), ranking will be determined randomly.
3. **Looked after children.** Applications in this category will only be considered if they are supported by a written statement from the relevant Local Authority confirming the child's status. . Included in these criteria are all children who have previously been looked after, but were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
4. **Sibling.** A sibling is defined as a child who is living at the same address and in the same household as another child who attends the main school or nursery at the time the application is assessed: this child must be expected to be at the school/nursery at the time the new child is admitted.
5. **Regular Church attendance.** By 'regular', the Governors mean that at least one parent/legal guardian (or their spouse/partner) has worshipped at the church at least twice monthly. A statement to this effect, signed by the Priest/Minister (or exceptionally by a senior church leader) must be sent to the Head Teacher at the time of application). Where parents have changed churches during the year, they must submit a copy of the form for both churches. Parents who have not worshipped at Christ Church for a full year, cannot be considered under F3 (unless they qualify under the staff rule).
6. **Trinitarian Churches:** For these purposes, Trinitarian churches are defined as those churches which are members of the Evangelical Alliance or of the Fellowship of Independent Evangelical Churches or are affiliated to Churches Together in Britain & Ireland (full details can be obtained from the websites [www.eauk.org](http://www.eauk.org), [www.fiec.org.uk](http://www.fiec.org.uk) and [www.ctbi.org.uk](http://www.ctbi.org.uk)).
7. **Priority Area:** The area in which Christ Church is the nearest Church of England primary school (measured as in Note 1).

## **8. ALLOCATION OF FREE ENTITLEMENT AND ADDITIONAL SESSIONS**

Parents who apply for nursery places will be asked to indicate which sessions they would like for their children, and will be asked to give reasons for any preference. The form will allow parents to specify a particular pattern for their free entitlement of 5 sessions [eg: every day, or 3 days to include two full days], and also any particular session that they need to have – so parents who work full days on Tuesdays could state that they would like their child to attend “over 4 days, to include Tuesday morning and afternoon”. Parents who want their child to attend all day every day would not need to express any preference for the free entitlement, but would select all 10 sessions as ‘needed’. For details of available options please ask the school office.

Governors will look carefully at the applications submitted, giving due weight to their position in the oversubscription list and also to the reasons why particular sessions are needed, before deciding which sessions to offer each applicant. If the child starts before the government free entitlement applies then parents would be expected to pay the full amount for the place until the entitlement begins\*

\*Once a child is 3 years old parents can start claiming free early education from any of these dates

1 September, 1 January, 1 April

## **ADMISSION ARRANGEMENTS**

All parents must complete the School’s Nursery application form, and return it to the school. Applications may be made at any time, but to ensure your child is given the fullest priority to which they are entitled, forms should be received by 15<sup>th</sup> February if applying to start in September, or by 30<sup>th</sup> June if applying to start in January or at Easter. All applications must be accompanied by proof of age and address. In the case of applications under Foundation Criteria, a further form must be passed to your church minister, and returned to the school. Parents wishing to indicate a preference for particular sessions, or wishing to purchase additional sessions, should complete the Extended Hours form, and return it to the school with the application form.

Once the Admissions Panel has met, letters will be sent to parents. For successful candidates, these will state which sessions the child has been allocated, and details of costs (for sessions beyond the free entitlement). Parents will have two weeks to accept the place, after which it may be withdrawn by the school and offered to another child. Parents accepting a place at the nursery must commit to a pattern of attendance for each full term – changes must be negotiated with the school office, not the Nursery staff.

Unsuccessful candidates will be asked if they wish to remain on the waiting list.

Applications received after the Admissions Panel has met will be assessed as they are received, and a place offered if the Nursery is not full, or the child may be placed on the waiting list at the appropriate priority.

Once a place has been accepted, the school will arrange a home visit, and actual starting dates will be determined. It is good practice to introduce children to an early years setting in small groups, and parents should note that allocation of a place in September may not necessarily mean that the child will start on the first day of term.

The governors’ decision is final, and there is no appeal.



**CHRIST CHURCH CE PRIMARY SCHOOL  
NURSERY APPLICATION FORM**

All applicants to the Nursery must complete Part 1 of this form. Applicants wishing to express a preference between morning and afternoon places, or wishing to purchase additional sessions, should complete Part 2. Those applying for a Foundation place should ask their minister to complete Part 3.

PART 1

Name of Prospective Pupil \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Home telephone number: \_\_\_\_\_

Parent/Guardian mobile number: \_\_\_\_\_

For the last year, have either or both of the child's parents/guardians been regularly<sup>1</sup> attending a (Trinitarian<sup>2</sup>) Christian Church? If so, and you wish to apply for a Foundation place, please name the church here, and pass part 3 of this form to your minister for completion. If you have changed churches during the year, name both churches and pass a copy of part 3 to both ministers.

Name of church: \_\_\_\_\_

Other information relevant to your application:

This child has priority as a Child who is or has been in the Care of a Local Authority: YES/NO

This child has a sibling already attending the school: YES/NO

Name of sibling(s): \_\_\_\_\_

Thank you for completing this form. Please return it to the school with Part 2 (if applicable). If applying under Foundation criteria, please ensure that your minister completes and returns part 3.

<sup>1</sup> Regularly means at least twice a month, and for at least a year. If you have changed church, you must demonstrate at least 12 months attendance split between no more than two churches, and under these circumstances a 'gap' of two months while searching for a new church will be acceptable.

<sup>2</sup> Trinitarian churches are those that subscribe to the doctrine of the Trinity. For our purposes, we have further defined this to mean membership of one of three Christian bodies: Churches together in Britain and Ireland, the Evangelical Alliance, and the Federation of Independent Evangelical Churches.

PART 2

Please complete this form to indicate any preferences as to which sessions and additional sessions (if any) you would wish your child to attend. The more flexible you can be, the better – it will help us to offer places to more children, and may mean that we are better able to offer you what you need.

**BASIC OFFER**

(The basic offer is for five sessions. We are asking you to specify the type of attendance pattern you want. If you need 5 or more sessions at particular times, choose B7)

- B1  I would prefer my child to attend five mornings (9am - 12noon)
- B2  I would prefer my child to attend five afternoons (12:30pm – 3:30pm)
- B3  I would prefer my child to attend every day, but have no preference between mornings/afternoons
- B4  I would prefer my child to attend one full day (9am – 3:30pm) and three mornings/afternoons
- B5  I would prefer my child to attend two full days (9am – 3:30pm) and one other session.
- B6  I have no preference
- B7  I have specific childcare needs, outlined below.  
If you have expressed a preference, please say why: .....

**REQUIRED SESSIONS AND EXTENSIONS**

Please do not complete this section unless you have specific needs for particular days or times. *For example, if you have selected option B4 above, you may wish to indicate that you do not want your child to attend on Mondays – this can be clearly shown by scoring through the ‘Monday’ line. Or, for B5, you may need full days on Thursday and Friday, but have no preference for the final session – in this case, tick morning and afternoon on Thursday and Friday, but leave the rest blank. If you are working full days Monday, Wednesday & Friday, choose B7 above, then tick all six sessions, and we will allocate 5 of them as your free entitlement, and charge you for the last one, and one lunch-time.*

Sessions/extensions beyond the basic entitlement are chargeable, and will be invoiced in advance, each half-term. For a list of current charges, please ask the school office.

	Morning	Lunch-time*	Afternoon	Reason (eg:work)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

\*Lunch-time is 12-12:30, and can be added to either a morning or an afternoon session. If a child attends for a full day as part of their free entitlement, lunch supervision is included. Otherwise, it will be charged for. Children may bring a packed lunch, or may have a school lunch (billed separately).

While the school will endeavour to meet the wishes of all parents, this is not always possible. We are limited by the size of the classroom and by the ratios between adults and children, both of which are prescribed by law. Priority will be given to families who need particular hours to cover work commitments, or where there are other special needs.

**CHRIST CHURCH CE PRIMARY SCHOOL**  
**NURSERY APPLICATION FORM**

**PART 3: TO BE PASSED TO YOUR MINISTER FOR COMPLETION**

Dear Priest, Minister or Church Leaders,

The Governors of Christ Church CE Primary School seek to be faithful to the intention of its founders by maintaining a firm Christian ethos in the school. Many parents place a high value on this principle, and as a consequence the school has been oversubscribed for several years.

The Governors have accordingly drawn up the criteria for admission with particularly careful reference to church allegiance.

We should be grateful if you as the Minister (or, if the church has no minister in post, the two most senior lay leaders) would complete the form set out below and forward it to Christ Church CE Primary School, Byng Road, Barnet, Herts. EN5 4NS.

Yours faithfully,

Mrs Helen Hampson  
Chair of Governors

Name of Prospective Pupil \_\_\_\_\_

Name(s) of Priest/Minister or both Church Leaders \_\_\_\_\_

Telephone number for contact \_\_\_\_\_

Name and Address of church \_\_\_\_\_  
\_\_\_\_\_

I/We confirm that at least one of the parents or legal guardians of the above named prospective pupil has been continuously and regularly involved in the religious life and worship of the above-named church, by attendance at services at least twice a month for at least 1 year prior to the date of signing\*.

I/We further confirm that the above-named church is a member of the Evangelical Alliance *or* of the Fellowship of Independent Evangelical Churches *or* is affiliated to Churches Together in Britain & Ireland by its membership of

\_\_\_\_\_ (insert the name of the CTBI member – eg “Church of England

Does the above-named church have its own primary school? YES/NO

Signature(s) of Priest or Minister or \_\_\_\_\_

both Church Leaders \_\_\_\_\_

Date \_\_\_\_\_

\*If the parent has moved churches during the year, please amend and countersign this statement, giving the period during which they attended regularly.