



Worfield Endowed  
C.E. Primary School



## Policy for Admission to Worfield School Nursery from September 2021 onwards

### Statement of intent:

The governing body of The Trinity Federation is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at Worfield School Nursery.

### Our Nursery Provision:

Children who are three or four will be offered 15 hours a week of free nursery education, term time only, subject to availability from the term after their third birthday (in accordance with our nursery admissions policy). **For children aged 3-4, the school offers up to 30 hours a week free nursery provision as an extension to the universal 15 hours free provision.**

### Free Nursery Provision / Universal Entitlement:

All parents of children aged 3-4 years old are entitled to 15 hours per week, term time only, funded nursery provision, available from the term after their child's third birthday.

At Worfield Nursery **our universal offer of 15 hours is Monday to Friday mornings**, from 9am to 12pm. We refer to these as our 'core' sessions. Whilst we advocate children attending for 5 mornings per week, we will support part-time arrangements during these core sessions. We ask that in order to achieve the best possible outcomes for your child, a minimum of three core sessions is accessed each week as part of your child's pre-agreed pattern of attendance. Please speak with the EYFS leader in advance of submitting your application if you would like further advice or guidance on this.

There is also the option for morning only children to stay for lunch and be collected by parents at 1pm. There is an hourly rate charge for this lunch-club when it is not taken as part of the full afternoon extended offer. Lunches can be pre-booked from our school catering service, Alliance in Partnership, or a healthy packed lunch can be brought to school.

### Extended Offer:

Afternoon nursery sessions are part of our **extended offer**. An afternoon session runs from 12pm until 3pm. Any extra hours booked over our universal offer of 15 hours per week entitlement will be chargeable\*. Fees will be payable in advance. Depending on personal circumstances, parents may be entitled to apply for 30 hours funding which can then be used to pay for these sessions. Parents can check their eligibility for 30 hours free childcare at <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>.

**\*See also Nursery Charging Policy for current rates**

From September 2021 children attending our school nursery can also take advantage of our wraparound provision. (Further details will be available from the school from Summer term 2021).

**When can my child start Worfield School Nursery?**

Admissions are three times a year, as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.

Children are eligible to start Nursery the term after their third birthday.

**Born between**

1st April and 31st August  
1st September and 31st December  
1st January and 31st March

**Could start at Nursery**

Autumn term – after child’s 3<sup>rd</sup> birthday  
Spring term – after child’s 3<sup>rd</sup> birthday  
Summer term – after child’s 3<sup>rd</sup> birthday\*

**How to apply:**

Parents can register their child for a Worfield Nursery place from their 2nd birthday, by completing a Nursery School application form. The application form can be downloaded from the school’s website or requested from the school by emailing [admin@worfield.shropshire.sch.uk](mailto:admin@worfield.shropshire.sch.uk). Forms should be returned to the school administrator.

Completing an application for Nursery does not automatically guarantee a place in the Nursery. It represents a statement of interest for a place. If the Nursery is oversubscribed, then your child will be put onto a waiting list and places will be allocated according to the Nursery Admissions Policy as any places become available. If your child is offered a Nursery place then you will be contacted by email.

All applications will be considered and places offered to children following the criteria in the admissions policy in the event of oversubscription.

**Application Timetable:**

Planned start date at nursery:	Deadline for submitting application*:	Date parent informed of outcome of application:
September	10 <sup>th</sup> March	1 <sup>st</sup> week in May
January	10 <sup>th</sup> July	1 <sup>st</sup> week in October
April	10 <sup>th</sup> October	3 <sup>rd</sup> week in January

\* Where places are remaining, late applications will be considered up to the agreed admissions limit.

**Oversubscription criteria:**

Admission to the nursery at Worfield Endowed CE Primary School will be made by the Governing Body of The Trinity Federation subject to the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the Nursery has places available. The Governing Body has set its admissions number at 29 children per session.

Where the number of applications for nursery places exceeds the admission number then the following admissions criteria are used to decide which applicants have priority.

1a. Looked After Children. Children in public care, usually referred to as 'Looked After Children' and children who were 'previously looked after'. Previously looked after are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

*A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. Previously looked after are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

1b. Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

*A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

2. Children with medical or special circumstances. This will be considered only if parents can provide written medical evidence that Worfield Endowed C.E. Primary School Nursery is essential to the medical wellbeing of their child. In exceptional circumstances priority may be given above those children who qualify under priorities 3 to 6.
3. Children living in the designated catchment area (see appendix 1) and who could have started in our nursery in the previous term should a place have been available.
4. Children living in the designated catchment area (see appendix 1) and who have an older sibling attending Worfield School on the date they are due to start.
5. Other children living inside the designated catchment area (see appendix 1) and whose homes are nearest to the school\*.
6. Children living outside the catchment area and who have an older sibling at the school on the day they are due to start Nursery and whose homes are nearest to the school\*.
7. Other children living outside the designated catchment area and whose homes are nearest to the school\*.

Notes:

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit. Fostered or adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start in our nursery. However,

cousins or other relatives who take up residence in a home in order to establish an “in catchment area” address will not be given priority under the sibling criterion.

\*If, in any of the above categories, there are more applications than places available, priority will be given on the basis of distance from home to school gate measured as a straight line on the Council’s computerised mapping system. The shortest distance being given priority.

**Withdrawing Offers:**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parent not responding to an offer within six weeks

**Waiting list in the case of Oversubscription:**

Places become available in the Nursery as children move on to full time education. Currently there are two intakes into Reception class, in September and January, although most Reception places are taken up in September. This means that in the Summer Term places in Nursery are often limited as children are not entering full time school. This may therefore affect children whose birthdays fall between 1st January and 31st March. Children for whom places are unavailable due to oversubscription will be placed on the waiting list and the oversubscription criteria will apply to those on the waiting list if places become available during the summer term. Any child who remains on the waiting list will be reconsidered for a place in the following term alongside applications received. The over-subscription criteria will be applied.

**Applications for a School Reception place:**

Applications for a school place should be made via Shropshire Council. If you decide you would like to apply for a place for your child in Reception Year you will need to apply online via Shropshire Council’s website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or by telephoning the Admissions Team on 0345 678 9008.

If you are allocated a place under the nursery admissions policy, it will have no influence whatsoever on your admission to our school in Reception class. Should you be refused a place in our Reception class after applying through Shropshire Council, the fact that you might have taken up a place in the nursery will not play any part in the allocation process. The School Admissions Code states that no school should exceed its published admission number other than in exceptional circumstances. Attendance at our nursery is not deemed to be an exceptional circumstance and you as parents/carers need to consider this before making application into the nursery, especially if you live outside the school’s catchment area.

This policy will be implemented in conjunction with the following school policies:

- Worfield School Nursery Charging Policy
- The Trinity Federation Charging and Remissions Policy
- The Trinity Federation Debt Management Policy