



St. Michael Catholic Primary and Nursery School

Nursery Admissions, Procedures and Guidance Policy



"I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

Nursery Admissions Policy and Procedure Guidance for 2027- 2028.

Age of Admission

- Admission will be at the beginning of the major school term after the child's 3rd birthday.
- Children of families newly moving to the area, who are aged over 3 years but below the age of primary admission, may be admitted immediately, or at the beginning of the next school term, if there is an available space.
- Admission should allow for an appropriate settling-in process, and proper transition from any setting previously attended.

Application Process

- Parents requiring a place for their child should complete the school's Nursery application form. Nursery application forms will be available to any parent on request.
- Decisions about admissions will be taken by the HT and a governing body panel.
- The closing dates for September intake are in Term 5 . Any casual admissions will be agreed through an admissions meeting with the HT, GB member, and admissions officer.

Allocation of places

- Term 1 – 26 places will be available; this will include children who have moved up from N1.
- The number of children in the class is limited and staggered to allow the children to develop positive relationships with Foundation Stage staff and settle them into the routine of the Foundation Stage Nursery. Class sizes are limited to 26
- Where there are more applications than available spaces, the published over-subscription criteria should be used to determine who will be allocated spaces.
- Parents will be informed of the outcome of their application in term 5.
- If places remain unallocated after this process, then in-year applications should be considered in an appropriate manner by the school.

Over-Subscription Criteria

1. Looked After Catholic Children. Evidence of Baptism will be required. (Catholics include members of the

Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome) (See Note i).

2. Baptised Catholic Children. Evidence of Baptism will be required. (Catholics include members of the

Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome).

3. Children enrolled in the Catechumenate (preparing to become Catholics). Evidence will be required.

4. Other Looked After Children (See Note i).

5. Children baptised or dedicated into other Christian denominations, Churches affiliated to or represented at "Churches Together in England." Evidence will be required.

6. Children who are members of other faiths, whose parents wish them to receive a Christian education. This should be supported by a letter, and evidence of their faith will be required.

7. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available, and it is necessary to decide between applications.

A. A brother or sister on the school roll at the time of admission. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings.

Extended family, such as cousins living in the same house, do not qualify as siblings.

Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September

B. The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at

C. Distance from home to school. The distance calculated is the shortest available walking route between the child's home and school using roads and footpaths known to the mapping layer used by the admissions team at Medway Admissions Team within the Geographical Information System (GIS).

The start point -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (The seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road; in rare circumstances, if an alternative road or footpath is nearer to the property's seed point, it will be used.

The end point -A pre-defined centre point of the road adjacent to the school site or a pre-defined centre point within the school site. The same end point is used for all distance calculations to the school concerned. The distance - The distance calculated is the shortest available walking route known to the Medway GIS, using the centre point of streets and other available walking routes. The Medway GIS may not know all footpaths, and it may not know certain new roads. If the GIS does not know a footpath or new road, it will use an alternative

route. Where a child's home is situated on a new road, the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this. In certain cases, it may not be possible to calculate a distance where the entire route is deemed a walking route. In these circumstances, the distance calculated is used purely to prioritise an application for admission.

There is no expectation that you should take the walk.

Home Address

It is at the discretion of the Early Years Leader to determine whether a child cared for by a relative or registered childminder should be admitted based on the carer's home address. However, for admission to the primary school, the address used must be the child's normal place of residence.

Appeals Process

There is no statutory right of appeal against a decision regarding admission to a Nursery class. Parents wishing to object to a decision about their application should, in the first instance, raise their concerns with the Headteacher.

Transfer to Primary School (Reception)

- Admission to the school Nursery class does not constitute admission to the primary school, nor does attendance at the Nursery class give priority to admission to the primary school.
- Children commence primary school in the school year in which they attain their 5th birthday. All schools offer places in the reception class to start in September. A parent may choose to defer their child's start at school, and may remain in a pre-school or day nursery until the term after their 5th birthday when statutory schooling commences. A child may not remain in Nursery, as children on the school roll must be registered in the correct year group. Consequently, Nursery classes will finish at the end of Term 6 (July), before the start of the reception year.

Free Entitlement

- Parents must be offered the full flexible 15 hours per week; we only offer 30 hours per week over 5 days. Any parent not in receipt of the 30-hour funding code will be offered the option to pay a top-up funding for the additional hours; this is currently £23.00 per day.

Advice and guidance

Schools and parents may contact the early years and childcare service for advice and guidance on any aspect of nursery education - 01634 335566