



St Michael's Catholic Primary School



Nursery Admission Policy 2024-2025

From **9th September 2024** we will have 26 full-time Nursery places available for 3 and 4 year olds at St. Michael's Catholic Primary School. Nursery places will be available for those eligible for a September start, however if spaces are available for January/April, we can admit children from the term after they turn 3 years old.

15 or 30 hours provision

We offer 15 or 30 hours nursery provision. 30 hours are only available to eligible children. If you are entitled to Free School Meals, your child is eligible for 15 hours nursery provision however there will be the option to pay for additional hour up to 30 hours. If you would like to apply for a place for your child in our nursery class, please complete and return the application form which can be found at the end of this document or at [Admissions – St Michaels Catholic Primary School, Esh \(bwcet.com\)](https://www.bwcet.com)

If your child is eligible for a nursery place in January/April 2025, you shall be notified in November 2024 (January starters) or January 2025 (April starters).

If there are more applications than places available, Nursery places will be allocated using the oversubscription criteria set out below, in order:

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Children in Need

The Children Act 1989 defines a 'child in need' as:

- a) He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act.
- b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services.
- c) He/she is disabled. In addition, Durham County Council has determined that children of families where English is not the main language of the family will be considered under this criterion.

2. Age

The offer of a place will be prioritised according to date of birth. The earliest date your child can be accepted for Early Years is at the age of 3 -the term after their third birthday. Where applicants have the same date of birth, priority will be given to the earliest date of application.

3. Children Living in Other Authorities

Although there are no catchment areas for places, preference will be given to children whose parents live within County Durham's or parish boundaries administrative area.

Waiting List

As a school, we operate a waiting list for Nursery admissions and parents can apply for his or her child's name to be placed on our Nursery list **at any time** by completing our Nursery Application form. Children are normally admitted to Nursery in the September after their third birthday, unless places are available in Nursery for children to start the term after their third birthday. If places are available, there will be the option to pay for provision from your child's third birthday, up until their eligible free hours begin the following term.

Applications for places for September 2024 should be received by **12pm on Friday 31st May**, at which point the Nursery admission list will be closed.

The process of allocating places will begin on **Monday 3rd June 2024** using the criteria outlined above. Any applications received after this date will still be added to the list but will only be offered a place if applications have not exceeded the places available. We will then send out offer emails on **Monday 10th June 2024** to confirm the offer of a Nursery place and, at this point, parents will be able to select their preferred offer of attendance within the provision. Parents have two weeks to accept the offer of a Nursery place, however, session options will be allocated on a first come first serve basis. If there are fewer applications than the number of places, we will continue to offer Nursery places until full. This may include offering places throughout the 2024-25 academic year to children who are eligible

Appeals

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. However, if you feel that the admissions criteria stated above has not been fairly applied to your child, then you may register a complaint using the normal complaints procedure. People who wish to submit a complaint against an admissions decision should refer to the Complaints Policy, which is available from the School's website

Admission to the Nursery does not guarantee admission to Reception- you will still need to apply for a primary school place following the guidance from the local authority.

Parents who wish their child to attend St. Michael's Catholic Primary School are welcome to visit the school for a tour and an initial discussion with the Head Teacher.

Phone: 0191 3731205

Email: stme@stme.bwcet.com



St. Michael's Catholic Primary School



Nursery Application Form

To be completed and returned to stme@stme.bwcet.com

Child's full name:	
Date of birth:	Gender:
Home address:	Parent/carer name:
	Parent/carer phone number:
	Parent/carer email:

Name of any siblings who attend St. Michael's:

Does your child have any medical needs we should be aware of?

Is your child 'looked after' or has been previously 'looked after' by the council? If yes, please state which council.

My child will be 3 years old and eligible for the funded hours:

From September 2024

From January 2025

From April 2025

Other Please state:.....

Please indicate how many free hours you are entitled to:

15 hours 30 hours

For further details please refer to [Get childcare: step by step - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

What would your preferred hours be (based on your entitlement):	Please indicate if you would be interested in paying for additional hours if eligible for 15 hours only.	Please indicate if you would be interested in paying for additional wrap around care:
30 hours Monday – Friday <input type="checkbox"/>	Yes <input type="checkbox"/>	7.40-9am <input type="checkbox"/>
15 hours Mornings only <input type="checkbox"/>	No <input type="checkbox"/>	3-4pm <input type="checkbox"/>
15 hours Afternoons only <input type="checkbox"/>		3-5/5.30pm <input type="checkbox"/>
15 hours Mon am to Wed pm <input type="checkbox"/>		
15 hours Wed pm to Fri pm <input type="checkbox"/>		

Please note, proof of address and your child’s birth certificate must be seen prior to a place being offered. (I.e. utility bill clearly showing above address as home address).

I understand that if I am offered a Nursery place for my child this does not automatically entitle my child to a school place at St. Michael’s Catholic Primary School.

Name of parent/carer completing the form: _____

Signature: _____ Date: _____

Relationship to Child: _____

For information about how we process your/ your child’s personal data please refer to our Privacy Notice [here](#).