



## St John Fisher Catholic Primary School

### Nursery Admissions Policy: 2023/24

*St John Fisher leaders and staff provide a high level of nurture in this safe and caring school. Their mission is to enable pupils to "Let all that you do be done in love." This begins right from the moment the youngest children start in the Nursery.*

**Ofsted September 2023**

St John Fisher Catholic Primary School is a fully inclusive school located in the parishes of Sacred Heart, Blessed Dominic Barberi and St Birinus, Oxford. The school caters for 252 children, 3-11 years old, and provides children with an education inspired and guided by the teachings of Jesus Christ. We aim to continually strengthen the vital partnership between home and school and in doing so recognise and value parents as the first educators of their children.

***This policy will be reviewed termly and should be read in conjunction with Oxfordshire County Council's Policy for Nursery Admissions***

1. St John Fisher Primary School Nursery offers places to children who are 3 years old, commencing in the term following their third birthday
2. Admission to our nursery takes place thrice yearly in September, January and April. Terms dates are determined by Oxfordshire County Council
3. Our nursery operates during school term-time only - 38 weeks per year
4. Our nursery has an agreed published admission number (PAN) of 52 part-time equivalent (PTE) places
5. Parents will be notified that a place is available for their child no later than four weeks in advance of the new term
6. When completing an application form, parents will be asked to indicate whether they would prefer a morning, afternoon or full-time place. The allocation of a preferred place, however, will ultimately be dependent on the number of places available in relation to the PAN
7. Should a child not be offered their preferred place, their name will be added to a waiting list and parents will be informed should the preferred place become available, and the place offered from the start of the next term
8. Late applications will be accepted up until the end of the second week of the term in which a place has been requested. After this time funding allocations are made, and late applicants will be invited to start during the following term

9. When allocating places, children entitled to funded extended entitlement will be given priority over those from fee-paying families
10. Prior to the allocated start date, nursery staff will contact parents in order to arrange a home visit\*. The purpose of the visit is to meet children in a relaxed, familiar environment and to complete the requisite enrolment paperwork

*\*Should you object to a home visit taking place or have any concerns about nature of the visit, please contact the school's Designated Safeguarding Lead (DSL) to discuss.*

11. So that we may gradually integrate new children into the setting, it is our policy to insist upon staggered start dates, each term, for new starters. This practise promotes a calm environment in which the children can meet the staff and become accustomed to their new surroundings. Staggered starts will take place during the first two weeks of the new term and will be dependent on the number of new children attending
12. To support children in the transition from home to nursery, all children will commence nursery on a reduced timetable
13. Reduced timetables will be implemented for a period of time as mutually determined at the pre-start meeting and will be appropriate to the child's individual needs
14. The number of hours initially agreed will be reviewed regularly and adjusted in accordance with the child's progress
15. A staggered start/reduced timetable may also be necessary for children transitioning from 15 hours (in a previous term) to 30 hours. Again, this will be dependent on the individual needs of the child and be for a mutually agreed duration
16. All children are entitled to free 15 hours (Universal) nursery entitlement
17. We offer both Universal (15 hour) and Extended (30 hour) \* entitlement within our provision and will offer places which equate to, but do not exceed, the total full-time equivalent (FTE) places of our PAN

*\*Information on how to apply for extended 30 entitlement is available from the school office and on the school website*

18. One PTE place amounts to 15 hours per week which equates to 570 hours a year (38 weeks\*15 hours)
19. One FTE place represents two PTE places which equates to 1140 hours a year (38 weeks\*30 hours)
20. St John Fisher Primary School Nursery does not permit parents to split either their universal 15-hour entitlement or extended 30-hour entitlement with another provider
21. Once an offer of a place (either part-time or full-time) has been accepted, children are expected to attend for the agreed number of hours (unless a reduced timetable has been agreed)

22. Daily nursery sessions run as follows:

**Part-time children (universal 15-hour entitlement)**

- Morning only nursery: 3 hours per day, 5 days a week: 8:30am to 11:30am\*
- Afternoon only nursery: 3 hours per day, 5 days per week: 12:00pm to 3:00pm\*\*

\*Morning only nursery: children do not stay for lunch

\*\*Afternoon only nursery: children should eat lunch prior to attending the setting

**Full-time children (extended 30-hour entitlement)**

- 6 hours per day, 5 days per week: 8:30am to 3:00pm

23. Full-time provision includes a 30-minute break for lunch (11:30am-12:00pm). Lunch breaks are not funded; however, St John Fisher School Nursery will look after your child at no additional cost

24. A cooked school meal is available from the canteen at a cost of £2.60 per day; alternately, you may provide your child with a packed lunch\*

*\*Please ensure that packed lunch does not contain nuts or any food items that do contain nuts -please check the ingredients if you are unsure*

25. Should a family not be eligible for funded, extended 30-hour entitlement, St John Fisher Nursery will allow parents to pay for the additional 15 hours to enable their child to attend full-time nursery (please see 15)

26. From January 2024, extended entitlement fees are calculated as follows:

- Number of extended hours per day: **3**
- Charge per Hour: **£5.09**
- Daily Charge: **£15.27**
- Weekly Charge (5 days): **£76.35**

27. Invoices will be issued on a weekly basis and must be paid within seven days of the issue date (unless otherwise arranged)

28. Payment can be made by way of bank transfer, via the School Gateway app or in cash. Details of how to install the app and access payment requests is included with this policy

29. Where a family ceases to be eligible for the extended entitlement, the place will return to the universal entitlement level upon expiration of the grace period; this is unless the parent agrees to pay for the extended hours

30. Parents will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement

31. There is no requirement for St John Fisher Nursery children to wear a school uniform; however, red school jumpers with the school logo are available from the office reception

32. Jewellery of any kind is not permitted (this includes stud earrings)

33. In accordance with Oxfordshire County Council's Nursery Admissions policy, when more applications are received than there are places available, the requisite County Council criteria must be applied

***All of the points in this policy will be covered in the pre-start meeting; however, in the meantime, should you wish to query any aspect of this admissions policy, please contact the school office.***

Mr Paul Higgins  
Headteacher

January 2024  
(Updated 15<sup>th</sup> November 2023)