



NURSERY ADMISSIONS POLICY AND GUIDANCE

St. Giles' & St. George's Academy governing body is responsible for the Nursery Admissions process from January 2019 onwards. Admission to the Nursery is subject to an application being made and places available.

There are currently 60 funded Nursery places, 3 hours per session Monday to Friday from 9am to 12pm or 12.15pm to 3.15pm. Children attend the Nursery 5 mornings or afternoons a week to achieve the best possible care and education.

Children will be eligible to attend the Nursery in the term after their third birthday as follows:

Children become 3 years of age between

1st September 2018 – 31st December 2018 will start Nursery on 8th January 2019

1st January 2019 – 31st March 2019 will start Nursery on 29th April 2019

1st April 2019 – 31st August 2019 will start Nursery on 3rd September 2019

Application Process

Application forms are available on the school website or from the school office. Application forms can be downloaded from the school website and emailed to bursar@st-giles-st-georges.staffs.sch.uk Emailed applications are preferable but hand-written applications can also be handed into the school office.

The following table shows the application deadlines:

Nursery Intake 2019	Application Deadline	Offer Confirmation
January (Spring Term)	30 th November 2018	7 th December 2018
April (Summer Term)	1 st February 2019	8 th February 2019
September (Autumn Term)	10 th May 2019	17 th May 2019

Admissions Policy

It is our policy to meet parents' wishes where possible, however in some cases there may be more applications for our Nursery class than there are places. Admission is determined by the oversubscription criteria detailed below.

In accordance with legislation, children who have an Education, Health and Care Plan that name our Nursery have priority over all other applications.

Thereafter places will be offered in accordance with the following specified criteria:

1. Relevant children in Care, including those previously determined as Looked After Children (That is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).
2. Children who have an older brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. *(For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parent's marriage, are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners).*
3. Children living within the defined catchment area of the school.
4. Children outside catchment will be arranged in order of priority, according to how near their home address is to the school.

Distances for those residing both inside and outside the catchment area is measured using the **Google Walking Map** for Nursery applications only.

Children who are admitted into St. Giles' & St. George's Nursery in their term following their third birthday will continue their Nursery education in September 2019, irrespective of the admission criteria above.

When St. Giles' & St. George's Academy is oversubscribed, a waiting list will be maintained in criteria order. Ranking places for applicants may change depending on further applications being submitted.

Nursery education is a non-statutory provision therefore there is no right of appeal against the admission authority's decision.

Finance and Funding

Additional wraparound care outside Nursery times are available including the additional 15 funded hours if eligible. Eligibility can be checked at www.childcarechoices.gov.uk

Those pupils who are only eligible for 15 hours free childcare have the option of paying for the wraparound provision, meaning that their child will be in school from 8.55am to 3.15pm. The cost of the wraparound provision is £9.00 per day.

Children who stay in school for the whole school day will be able to have a school lunch at a cost of £2.15 per day or provide a packed lunch from home.

It may be necessary to change the wraparound fees from time to time however parents/carers will be given ample notice of this change.

Payment of all fees needs to be made in advance. Should your account go into arrears, then the Wraparound provision may be withdrawn with immediate effect. Payments can be made online via ParentPay.