

# St Dunstan's, Cheam, Church of England Primary School

## NURSERY ADMISSIONS POLICY 2023/2024

St Dunstan's, Cheam, Church of England Primary School has a very strong Christian ethos which is at the heart of everything that we do and provides a high quality of care and education for every member of our School Community, including all children in our Nursery. Christian values are promoted through the whole curriculum and we aim to motivate everyone to engage fully in the broad range of educational opportunities provided to develop their potential. We welcome applications from all members of the community. Many parents apply to this School and Nursery because of its strong Christian ethos and we ask all parents to support our ethos and respect its importance to our school community.

Our Nursery can accommodate up to 26 children in each of the morning and afternoon sessions. The Governors intend to offer:

- 10 morning places
- 10 afternoon places
- 16 full-time places

Children with part-time places will attend Mondays to Fridays during the School's term time dates, **either** in the mornings (8.45am to 11.45am) **or** the afternoons (12.30pm to 3.30pm). Children with full-time places will attend Mondays to Fridays during the School's term-time dates, from 8.45am to 3.30pm and must bring a nut-free, healthy packed lunch each day.

The full-time places can be government-funded or self-funded. Applications for 30 hours' government-funded places received by the closing date will be given preference over those for self-funded places, applying our oversubscription criteria to government-funded ahead of self-funded. Details of fees and government funding are set out in the appendix on page 5 of this document.

The School reserves the right to convert unused part-time or full-time places to alternative sessions.

Entry to the Nursery is in the Autumn Term for those who will become four years old between 1<sup>st</sup> September 2023 and 31<sup>st</sup> August 2024. (Please see Note 6 below for January 2024 entry for children who become 3 years of age between 1<sup>st</sup> September and 31<sup>st</sup> December 2023.)

Applications should be on the School's Nursery Application Form and must be received in the School Office by 15<sup>th</sup> January 2023 for the academic year beginning in September 2023. Applications will only be accepted after 1<sup>st</sup> September 2022 and must be on the relevant Nursery Application Form,

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available from July 2022 from the School Office or from our website (<http://www.stdunstans.sutton.sch.uk/Forms-to-download-admissions>). Late applications will be considered if places are available. Following receipt of the application forms, the Governors will review the applications and, in the event of oversubscription to any session, will apply the following criteria, in order of priority.

- (i) Looked after children or previously looked after children (see Note 1).
- (ii) Children with an exceptional and professionally-supported medical or social need for a place at St Dunstan's, Cheam C of E Primary School. At the time of application, the supporting evidence from a specialist health professional, social worker or other care professional must set out the particular reasons why this School is the most suitable and the difficulties that would be caused if the child had to attend another school.
- (iii) Children of families who have been faithful and regular worshippers for at least two years (see Note 2) at St Dunstan's Church, Cheam, St Alban's Church, Cheam, or St Oswald's Church, Cheam, immediately prior to application, and live in the Parish of Cheam or within half a mile of the Parish boundary (see Note 4). Written evidence of an applicant's commitment to their place of worship will be required in the form of a clergy reference.
- (iv) Children who have a sibling (see Note 3) attending the School at the time when Governors are considering the application.
- (v) Children of permanent teaching staff who have been employed at the School for two or more years at the time of application and/or who have been recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.
- (vi) Children living nearest the School as measured in a straight line from the School entrance in Anne Boleyn's Walk to their home address (see Note 5).

### Notes

Note 1 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989) at the time of making an application to the School. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the

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admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the School.

Note 2 Faithful and regular worship means attendance by at least one parent at a main Sunday service and/or a weekday Eucharist at St Dunstan's, St Alban's or St Oswald's Churches, at least averaging twice a month for not less than two years before the closing date of 15<sup>th</sup> January 2023. This has to be confirmed by a written Parish of Cheam clergy reference. In exceptional cases, a parent/carer for whom unavoidable circumstances have prevented him/her attending worship at least fortnightly, may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether or not there were unavoidable circumstances.

If a family has moved into the Parish or the area bounded by half a mile from the Parish boundary (see Note 4) less than twenty four months before the closing date of 15<sup>th</sup> January 2023 and has started faithful and regular worship at St Dunstan's, St Alban's or St Oswald's Churches, then faithful and regular worship at their previous Church of England Church will count provided it is supported in writing by their former clergy. It is the parent's responsibility to obtain confirmation of faithful and regular worship from their previous Church of England Church.

Note 3 Sibling refers to brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister or the child of the parent's/carer's partner, who share the same home. Siblings must also have been admitted to the school prior to the current admissions round.

Note 4 Parish boundary map available on the School's website at <http://www.stdunstans.sutton.sch.uk/> ; alternatively, a copy is available from the School Office on request.

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Note 5        The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to Nursery. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor.

The address to be used for the initial allocation of places to the Nursery will be the child's address at the closing date for application. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place is conditional on the child living at the appropriate address provided by the applicant. Parents have a responsibility to notify the School of any change of address.

Note 6        The School will accept applications for a January 2024 start for children who will become 3 years of age between 1<sup>st</sup> September and 31<sup>st</sup> December 2023. These applications should be made on the Nursery Application Form for 2023/24. Offers will be made during the autumn term of 2023 only if places are available. Should we receive more applications than the places available for a January 2024 start, offers will be made in accordance with the School's oversubscription criteria, as shown above. **Applicants for three-year-olds requiring a January 2024 entry are required to make a separate application for their child's entry into Nursery in September 2024.**

In the category where oversubscription occurs, priority will be given to the child living closest to the School as measured in a straight line from the child's home to the school entrance in Anne Boleyn's Walk. In the rare cases where two applicants live equidistant from the School then admission will be determined by the drawing of lots.

Letters giving the outcome of the applications for September 2023 will be sent out by mid-February 2023.

**Please note that admission to St Dunstan's, Cheam, CofE Primary School Nursery does not guarantee your child a place in the Main School.**

**October 2021**

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## APPENDIX

### FEES AND GOVERNMENT FUNDING 2023/24

#### **Morning and Afternoon Places – Fully Government-Funded**

The School's part-time places (mornings and afternoons) are fully funded by the government's Free Universal Childcare Offer, covering 15 hours per week (this equates to 3 hours per day in our Nursery).

#### **Full-Time Places – 30 Hours' Government-Funded**

Some families are entitled to 30 hours' government-funded childcare. To find out whether you might be eligible and to register for funding, please visit <https://www.gov.uk/30-hours-free-childcare>. If your child is eligible for the 30 hours' government funding, it will be your responsibility to reconfirm this every three months on your government Childcare Service Account, to ensure you do not drop out of eligibility. If you accept an offer of a full-time place in St Dunstan's Nursery, stating that you are eligible for the government funding, but subsequently do not receive the funding, or you cease to be eligible during the year, you will be required to pay the School for all sessions not funded by the government, as per the Self-Funded Offer set out below.

Your eligibility code for the government funding must be validated by the School **within 2 weeks of the start of term**. It is your responsibility to ensure the School Office receives your National Insurance number and your code for validation during those two weeks. Subsequently, the Local Authority will undertake three-monthly checks on your eligibility.

Children who attend under the full-time government-funded offer receive an extra 45 minutes' supervision each day over their lunch period. In order for us to staff this extra time we ask for a daily contribution of £6. Children who attend full-time must bring a nut-free, healthy packed lunch each day.

#### **Full-Time Places – Self-Funded**

Families who are not eligible for 30 hours' government-funded childcare may choose to self-fund. Your child will receive 3 hours of government-funded provision each day as well as 3 additional self-funded hours plus three-quarters-of-an-hour lunchtime supervision. The School's daily charge for these extra hours, including the lunchtime supervision, is £30. Children who attend full-time must bring a nut-free, healthy packed lunch each day.

Self-funders will receive an initial invoice for the first term, to be paid by 2<sup>nd</sup> September 2023. Thereafter, invoices will be issued at the end of each half term for payment before the beginning of the next half term via ParentPay (details available from the School Office). Payments may be made termly if preferred. Failure to make payments on time may result in the School withdrawing the self-funded hours.

#### **Refunds, etc**

No refunds will be made for sessions not attended or for sessions when the Nursery is closed due to circumstances beyond the School's control, eg, extreme weather or for health and safety reasons. This is because the overheads of the Nursery, such as staffing, still need to be covered.

Voluntary contributions may be requested for additional events such as visits, cookery, etc. Parents will be notified of these in advance.