



SAINT NORBERT'S CATHOLIC VOLUNTARY ACADEMY

Mission Statement: To live, love and learn in the footprints of Jesus.

NURSERY ADMISSIONS POLICY

UN Convention on the Rights of the Child

As a Rights Respecting School, we acknowledge our role as 'duty bearers' in promoting and protecting children's rights.



Applications

Applications may be received at any time. However:

- The Nursery is available to children who wish to begin at the start of the term after their third birthday, the term cut-off dates being: 31st December, 31st March, 31st August.
- Nursery applications will be accepted at any time and processed in accordance with our policy on the allocation of places and our oversubscription criteria.
- Any application received after this time will be considered unless there are no places remaining.
- Nursery places will be confirmed no later than four weeks before the child is due to start (not including school holidays).
- Any children on the waiting list for a place will have their application reviewed two weeks prior to their potential starting date (not including school holidays).
- Four taster sessions are available once a Nursery place has been confirmed.
- Upon confirmation of a Nursery place, staff will arrange to make a home visit.

Services Available

- We offer 15 hours' universal Early Years funding for three and four-year-olds to be used over two-and-a-half days (either Monday and Tuesday full days together with Wednesday morning, or Wednesday afternoon and full days on Thursdays and Fridays).
- Extended funding (30 hours for three and four-year-olds) is available, subject to a code issued by HMRC.
- Parents are able to pay for additional sessions, where extra places are available.

Charges

- Additional sessions, where available, can be arranged at a cost of £14.20 for either a morning or an afternoon once a Nursery place has been secured.
- Additional sessions should be paid for one full school term in advance. If sessions are unpaid, these will be allocated to other children.
- One month's notice is required for session cancellations. Session fees may be refunded depending on circumstances and at the discretion of the Headteacher.
- Lunches for Nursery children are available, at a cost of £2.40 – there is no fee for the child's supervision during this time.
- Free fruit and free milk are available daily in the Nursery.
- The Family Information Service (Childcare Choices) are able to provide support for additional funding: <https://www.childcarechoices.gov.uk/>

Allocation of Places

Priority is given to children entitled to fifteen Universal Hours' Funding, followed by children eligible for thirty hours' funding.

Children who already have a place in the Nursery will have priority when choosing hours.

Parents will have an opportunity to review the Nursery hours each term.

Oversubscription

The following order of priority is used to support childcare for those in greatest need when the demand for places outstrips places available:

1. Looked After Children and previously Looked After Children
2. Special Educational Needs or Disability (SEND)
3. Vulnerable children
4. Parent with exceptional need
5. Sibling at the same setting
6. Age of child – oldest to youngest
7. Proximity to the setting
8. No local alternative
9. Taking whole of Universal Entitlement (up to 15 hours a week)
10. Taking whole of Extended Entitlement (up to 30 hours a week)
11. Paying for additional services/consumables
12. Paying for additional hours of childcare

See Appendix 1 for definitions and supporting notes for terms 1-5.

Waiting List

Once all available places in the Nursery have been allocated, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the same priority order as oversubscriptions, which takes precedence over the length of time the child has been on the waiting list.

Supporting Access to Full Entitlement Funding (30 Hours)

We are able to support parents who are unable to access their Full Entitlement at one setting by providing hours without prejudice.

Flexibility

Funding can be used between 8.30am and 6pm (i.e. during Nursery and Goldstar after-school club) and is available to cover sessions during school term-time.

We stipulate a four-week notice period for changing providers.

Reception Class Places

A place in the school nursery does **not** guarantee a place in the school's Reception class. Parents should apply through North Lincolnshire Admissions for a place in Reception, subject to the Admissions Policy of Our Lady of Lourdes Multi-Academy Trust.

Policy updated: October 2025

Appendix 1: Oversubscription Criteria (Supporting Notes)

Looked After Children

This includes children who are currently in care and children who were previously in care but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order.

All children in this category are given equal status by the Local Authority regardless of their current circumstance.

Special Educational Needs or Disability (SEND)

This includes children with an Education Health Care Plan (EHC) or children in receipt of Disability Living Allowance (DLA).

Vulnerable children

Children who are subject of a recognised Child Protection Plan.

Parent with exceptional need

This includes children with a parent who has a medical need affecting their mobility and the setting is the nearest to the family home.

Sibling at the same setting or school attached to the setting

This includes all children living together as a family at the same address. In the case of twins, triplets etc. the siblings should be placed together. Consideration should be given to families where another child is already attending at the same location, whether that be the nursery setting or an older sibling attending school.

Appendix 2: Legislation

Equality and inclusion is a key part of the aspiration underpinning the FEL entitlements, particularly for disadvantaged families, looked after children, children in need and children with special educational needs or disabilities.

The Special Educational Needs and Disability Code of Practice: 0 to 25 years (last updated 2024) is available online: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> .

For wider legislative requirements protecting against discrimination, refer to the Equality Act 2010: <http://www.legislation.gov.uk/ukpga/2010/15/contents> .