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 responsibility as duty bearers to promote and protect children's rights. In keeping with our Catholic mission, we aim to offer welcoming, inclusive and accessible Nursery provision, allocating places fairly and transparently, with particular consideration for children who may face barriers to early education.



Applications

Applications may be received at any time. The following arrangements apply:

- 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.
- Applications received after places have initially been allocated will be considered where places remain available, or added to the waiting list.
- We aim to confirm Nursery places no later than four weeks before the proposed start date, excluding school holidays. For a September start, families will normally be informed before the summer holiday.
- Children on the waiting list will have their applications reviewed approximately two weeks before a potential start date, excluding school holidays, and whenever a place becomes available.
- Up to four taster sessions will be offered once a Nursery place has been confirmed; arrangements will be agreed with the family.
- Upon confirmation of a Nursery place, staff will arrange to make a home visit to support a positive transition.

Policy updated: November 2026

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).
- Eligible families may access up to 30 funded hours, subject to the relevant eligibility requirements and a valid code (issued by HMRC) where required. Families should confirm their eligibility within the prescribed timescales.
- Parents may purchase additional sessions, subject to availability. Funded places are not conditional on purchasing additional hours, meals, services or consumables.

The following fully-funded options are available:

15 hours per week:

Monday	Tuesday	Wednesday
8.30am until 3pm	8.30am until 3pm	8.30am until 10.30 am

Or

Wednesday	Thursday	Friday
1pm until 3pm	8.30am until 3pm	8.30am until 3pm

30 hours per week:

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am until 3pm	8.30am until 3pm	8.30am until 3pm	8.30am until 3pm	8.30am until 12.30pm

The session patterns below are our usual attendance arrangements. We will confirm the funded hours recorded for each child, including lunchtime arrangements, in the individual childcare agreement. Any optional charges will be explained separately before a place is taken up.

Charges

- Hours purchased beyond a child's funded entitlement are charged at £5 per hour. Funded entitlement hours are provided without a charge for access to the funded place.
- Additional three-hour sessions, where available, cost £15 for a morning or afternoon once a Nursery place has been secured.
- Additional paid hours or sessions should normally be paid for one full school term in advance. Where optional paid sessions remain unpaid, the school may withdraw those additional sessions following discussion with the family; this will not remove the child's funded entitlement.
- One month's notice is required to cancel additional paid sessions. Any refund of optional session fees will be considered in light of the circumstances and agreed terms, at the discretion of the Headteacher. This notice requirement does not restrict access to funded hours.
- Optional school lunches for Nursery children attending over lunchtime are available at a cost of £2.40. Families may choose to provide a packed lunch instead.
- 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

Places will be allocated fairly in accordance with the oversubscription criteria below. We aim to accommodate both universal 15-hour and eligible extended 30-hour funded provision, subject to available places and session capacity. Neither entitlement type, nor the purchase of optional extras, gives automatic admissions priority.
Children already attending the Nursery will be given the opportunity to request their preferred pattern of hours before remaining session capacity is offered to new applicants, subject to funding eligibility and operational availability. Parents will have an opportunity to review the Nursery hours each term.

Oversubscription

Where applications exceed available places, the following order of priority will apply. Decisions will be made consistently, taking account of the evidence provided and the school's duties under equality and SEND legislation:

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 attending the Nursery or Saint Norbert's school
6. Age of child – oldest to youngest
7. Proximity to the setting (shortest walking route from the child's home address, where a tie-break is required)
8. No local alternative

See Appendix 1 for definitions and supporting notes for criteria 1–5. Where applicants remain equally ranked, proximity will be used as a tie-break; if still tied, the school will use a fair random allocation process witnessed by two staff members.

Waiting List

Once all available Nursery places have been allocated, unsuccessful applicants will be placed on a waiting list. The list is ranked using the oversubscription criteria rather than the date of application. Families will be contacted when a suitable place becomes available and may ask to remain on the list for a future intake.

Supporting Access to Full Entitlement Funding (30 Hours)

Where capacity allows, we will work with families who need to split their funded entitlement between providers, without disadvantage in the admissions process.

Flexibility

Funded Nursery hours are offered during the school term within the sessions described above. Goldstar after-school club is a separate provision; families should check directly with the school whether any particular hours are eligible to be included in a funded childcare arrangement. No entitlement to funded after-school club hours is implied.
We ask families to give four weeks' notice when changing childcare providers, to support accurate funding records and continuity of care. This does not prevent families from exercising their entitlement under the applicable funding rules.

If a family wishes to query an allocation decision, they may request a review by writing to the Headteacher. Concerns not resolved informally may be raised through the school's complaints procedure.

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.

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 and Care Plan (EHCP), children receiving Disability Living Allowance, and children with identified special educational needs or disabilities supported by relevant professional or educational evidence. An EHCP or benefit award is not a prerequisite for consideration under this criterion. Reasonable adjustments will be considered in accordance with the Equality Act 2010.

Vulnerable children

This includes children subject to a Child Protection Plan, children in need, children receiving Early Help or other recognised safeguarding or family support, and children whose circumstances demonstrate particular vulnerability. Appropriate evidence may be requested and considered sensitively.

Parent with exceptional need

This may include a parent or carer whose significant health, disability or other exceptional circumstances make access to this setting particularly important. Requests will be considered sensitively on the basis of relevant supporting information.

Sibling at the same setting or school attached to the setting

This includes children living together as a family at the same address where a sibling attends the Nursery or Saint Norbert's school. In the case of twins, triplets or other multiple births, the school will seek to place the children together wherever possible, subject to available capacity.

Appendix 2: Legislation

Equality and inclusion underpin funded early education, particularly for disadvantaged families, looked-after children, children in need and children with special educational needs or disabilities. The school will have regard to current DfE early education and childcare guidance and North Lincolnshire's provider requirements.

Special educational needs and disability code of practice: 0 to 25 years:
https://www.gov.uk/government/publications/send-code-of-practice-0-to-25https://www.gov.uk/government/publications/send-code-of-practice-0-to-25

Equality Act 2010:
https://www.legislation.gov.uk/ukpga/2010/15/contentshttp://www.legislation.gov.uk/ukpga/2010/15/contents