



Nursery admissions policy

September 2024

Responsibility:	Local Governing Body
Policy adopted:	September 2024
Date of next review:	June 2025

At Christopher Rawlins we are a school community rooted in love, where we make wise choices about our learning, and have the confidence to do the right thing for ourselves and others.

Our vision has its foundation in Paul's prayer for the Christian community in Ephesus, focused on Ephesians Chapter 3 verse 17:

"Stand firm and be deeply rooted in love"

We have three Christian values that are also a cornerstone to our vision: **Courage**, **Responsibility** and **Compassion**.

1. The Ethos of Christopher Rawlins CE Primary School

Christopher Rawlins CE Primary School values its Christian ethos and its links with the local church and community. Throughout the school we aim to inspire children through providing an enriched and broad curriculum which is inclusive of all children. We want children to develop a lifelong love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect the values of our school and the importance of these to our whole school community.

Christopher Rawlins CE Primary School is an academy within the Oxford Diocesan Schools Trust (ODST). ODST has delegated to the Local Governing Body (LGB) for these admissions arrangements and for making decisions regarding admissions applications.

2. Patterns of attendance available

The minimum entitlement to funded nursery education is 15 hours per week. The universal entitlement starts from the term after the child's third birthday (based on a three term year).

We are currently able to offer the Early Years Universal Entitlement across 5 days a week, therefore our school makes a core offer of:

Morning sessions from 8:30 – 11:30

OR

Full days from 8:30 – 3:00 * lunchtime charged in addition.

Please see Nursery Procedures for registration and session requests [here](#) for further information.

Our all year round offer is: **term time only**

3. Admissions to the Foundation Stage Unit

Christopher Rawlins CE Primary School admits:

- Early Years Universal Entitlement funded three- and four-year-olds from the start of term following their third birthday.
- Non-funded three- and four-year-olds from the start of term following their third birthday.

3. Charging

If you wish to purchase three hour sessions because you are using your universal entitlement at another provider or would like your child to attend more hours than the universal entitlement covers sessions can be purchased for £18.00 a session.

Please note in addition there will be a charge for the lunchtime supervision of £5.00 per day.

There is no charge for applying for a nursery place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits are compulsory.

Details about buying additional sessions/hours and lunch supervision charges in the nursery are set out in the schools charging policy and the Nursery Registration and Session request procedure. This policy can be viewed on our website.

4. Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decision on whether a place can be offered at our nursery. If you would like to visit Christopher Rawlins CE Primary School, you should contact the school office to make an appointment.

Stay and Play sessions are offered to support transition into nursery.

5. Applying for a place

Most children will start at the nursery at the start of the term. Other children may be eligible to join us 'in year' at other times. This may be because they are new to the area or need to transfer from another early years' provider.

To apply for a place, you must complete an enquiry form for Nursery admission found [here](#), or available on request from the school office.

Places are not allocated to a child automatically, even where:

- There is an older sibling here;
- A parent has expressed an interest at any time in the school; or
- The child has always lived close to the school

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

The timeline for applications is:

Date to start Nursery	Last date for application	Nursery offers made to parents
6 th January 2025 (Spring term intake)	18 th October 2024	25 th October 2025
22 nd April 2025 (Summer term intake)	7 th February 2025	14 th February 2025
2 nd September 2025 (Autumn term '25 intake)	16 th May 2025	23 rd May 2025

You can apply after these dates but your application may not be considered until after all of the applications that were on time.

6. Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and have been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery/FSY and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child's age.

7. What happens next

If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available the governing body will prioritise applications according to the oversubscription criteria below.

Parents will be informed of the outcome of their application according to the dates above. If we are unable to offer a place this will give you the opportunity to make alternative arrangements with another provider.

8. Published Nursery Admissions Number (PNAN)

This is the number of places we intend to make available for our normal nursery intakes. Our PNAN is: 16

9. Oversubscription criteria

Where the number of applications exceeds the number of places available in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. A child with an Education, Health and Care Plan (EHCP) naming Christopher Rawlins CE Primary School
2. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
3. Families who have exceptional medical or social needs that make it essential that their child attends Christopher Rawlins CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
4. Children with a normal home address (See Note 4) in the Civil Parish of Adderbury or Milton with a sibling on the roll of the school at the time of application, or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children with a normal home address in the Civil Parish of Adderbury or Milton.
6. Children with a normal home address outside the Civil Parish of Adderbury or Milton **and** with a sibling on the roll of the school at the time of application, or whose parents has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school
7. Other children

Note 1: Catchment Area: See Appendix A. Proximity of the child's home, as measured by the straight line distance between the home and school with those living nearer being accorded higher priority, will serve to differentiate between children in these criteria should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which children should be offered the place. The processes will be conducted in the presence of a person independent of the school. The straight light distance used to determine proximity of the home to the school will be measured by Google maps.

Note 2: By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer/s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

10. Waiting Lists

Following allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.

If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to

attend the Nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

11. Uniform

Children attending Christopher Rawlins CE Primary School Nursery are expected to wear a school jumper/cardigan. School logoed jumpers can be purchased from Cross Embroidery.

12. Changes to attendance

Changes to the times when a child is attending will only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

1. Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends
2. New applications from parents whose children do not yet attend the nursery.

It is expected that parents will ensure that their child will attend at the times agreed on so that children can establish a routine and be ready to start school.

If a child is sick the parent must inform the school. If a child does not attend the nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

13. Further information

A nursery place should cease no later than the term after the child's fifth birthday, that is, when they are statutory school age.

Any complaint made about the operation of this admissions policy or the refusal of a place should be made through the school's complaint policy.

There is no statutory right of appeal.

Appendix A

