



St Paul's Church of England Academy

A part of the Diocese of Chichester Academy Trust

"Let your light shine"



Nursery Admissions Policy and Arrangements

Our Values

To create a Christian nursery which **ignites a thirst for knowledge** in every individual, **where curiosity and talent are cultivated**, and children are **empowered** to channel their **love of learning** to achieve their God-given potential.

General principles

St Paul's CE Academy Nursery offers high quality childcare for children aged 2 years to 4 years. Its admission arrangements are underpinned by the following aims:

- To be as accommodating as possible with attendance patterns to support the needs of individual children and families
- To provide high quality childcare that meets the needs of the local community
- To provide high quality childcare that is financially sustainable

There are no statutory requirements affecting nursery admissions arrangements, however, where appropriate, this admissions policy mirrors key aspects of the admission arrangements for St Paul's CE Academy.

Admissions

As a guide there are approximately 34 places in total in the nursery, organised across two age groups (2's & 3-4s). However this can be changeable or revised following Ofsted Welfare requirements.

- St Paul's CE Academy Nursery is open term time only, 8-3pm Monday – Friday. We are closed for Bank Holidays as well as Staff Training Days (Inset) in line with the rest of St Paul's CE Academy.
- All 2 year olds must attend a minimum of 12 hours per week, taken as half day sessions (9-12pm or 12-3pm) or full days (9-3pm).
- We now move children up to being a badger on their 3rd birthday and they must attend a minimum of 12 hours per week taken as two full days only (9-3pm). These hours are either funded or paid.
- St Paul's CE Academy Nursery have two breakfast sessions for our 3-4 year olds only. The 'Badger Breakfast' hour (8-9am, can include eating breakfast) and an 'Early Badger' (8.30-9am, excludes

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Persevere

Respect

Forgive

Honest

Serve

Thanks

eating breakfast). These breakfast sessions are not funded and require payment (see 'Fee Structure').

- Children who are eligible for 2 year old funding, 30 hours funding and universal funding at aged 3 (the term after their 3rd birthday, see funding periods below) are able to claim this at St Paul's CE Academy Nursery. Funded hours can be taken between the hours of 9-3pm, and if spaces allow.
- All paid sessions upon joining St Paul's CE Academy Nursery will require a 'start up deposit invoice' which is 50% of an average months bill, this will be reimbursed to families upon the child leaving the nursery, unless outstanding payments are due, see 'Fee Structure'.
- Children who attend St Paul's CE Academy Nursery for a minimum of 15 hours per week for the whole academic year prior to starting school (September-July) are eligible as part of St Paul's CE Academy 'over-subscription admissions criteria'. Visit St Paul's CE Academy website for more details.
- As part of joining St Paul's CE Academy Nursery, for all children on their funding term after their 3rd birthday they will be required to either pay a monthly consumables fee or provide a specified list of consumables. Refer to the 'Fee Structure' for more information.
- Children who attend all day sessions are required to bring in a packed lunch, following our nut-free and healthy food guidance. Lunch time runs between 12:00 and 12:30. Children who stay for a whole day or start at 12:00 will need to be sent in with a packed lunch. Children who leave at 12:00 will not need a packed lunch unless specific arrangements are made with the Nursery manager.

We reserve the right to change or reduce any sessions on a case by case basis in the best interests and needs of those involved. This applies to all children that attend our nursery and can occur at any point throughout a child's time with us at St Paul's.

Funding periods

Period 1	1 st September – 31 st December
Period 2	1 st January – 31 st March
Period 3	1 st April – 31 st August

Please note that term dates for EYEE funding offer may change each academic year. Visit <https://www.childcarechoices.gov.uk> for more information.

Admission arrangements

Admission Forms in the 'waiting list' are looked at on a month by month basis. Due to this, it is not possible to indicate whether sessions will be available prior to this, with spaces being allocated each month. The spaces available will be discussed when families are contacted prior to their 'ideal start date' stated on the Admission Form. Spaces are not guaranteed and advised accordingly if a large volume of forms have already been received for the particular start time in question.

If a place or requested session(s) are not available, the parent can request for their child to remain on the waiting list and be contacted when their ideal sessions become available to them. A place on the waiting list will be held until the offer of a place can be made or the parent decides to remove their child's name.

At our nursery, we aim to provide an inclusive, child-centred approach to settling in. Each child's transition will be tailored to their unique needs, and we will work closely with families to create a plan that ensures a smooth and positive start.

Settling-in sessions will typically begin with shorter visits (e.g. 1-2 hours), and focus on getting to know your child and supporting them to feel safe in our setting. However, we understand that every child is different, and we will adjust the pace of this process as needed. Once you have attended your settling in sessions, we will work with you to put in place a transition plan for your child. The plan will be discussed with you, and we will ensure your input is central to the decision-making process. We will always aim to provide you with the days and times requested, but this may not always be possible initially.

Where additional support is needed to facilitate your child's transition, we will develop an individualised plan in partnership with you. This may include:

- Gradual increases in hours over a defined period.
- Regular reviews to assess progress and make adjustments.
- Long-term bespoke arrangements to meet specific needs.
- Working in Partnership with specialist services

We are committed to ensuring that no child is disadvantaged, in accordance with the Equality Act 2010, and we will make any reasonable adjustments necessary to support your family.

Section 20 Children and Families Act 2014 defines a child as having Special Educational Needs (SEN) if he or she *"has a learning difficulty or disability which calls for special education provision to be made for him or her"*.

A child is considered to have a learning difficulty if they: have a significantly greater difficulty in learning than the majority of others of the same age; or has a disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age. Some examples of SEND are:

Communication difficulties;
Emotional and behavioural difficulties (EBD);
Autism;
Attention Deficit (Hyperactivity) Disorder (ADHD/ADD);
Specific learning difficulties;
Obsessive Compulsive Disorder;
Medical needs such as Epilepsy and Cerebral Palsy;
Mobility difficulties.

If your child has SEN, they may need extra help in a range of areas, for example:

Expressing themselves or understanding what others are saying;
Making friends or relating to adults;
Behaving age appropriately;

Following direction
Sensory or physical needs which may affect them in school.

Session/spaces allocation

Families will be contacted regarding their selected sessions on a first come first serve basis for the 'ideal start dates' requested. If these are not available or families choose to change these, families will be offered to remain on the waiting list until these have become available to them. This is done to ensure fairness to all on the waiting list, prioritising everyone's initial selected sessions on their admissions form, unless the 'over-subscription criteria' applies (see below). St Paul's CE Academy Nursery are not able to hold spaces open in advance unless costs are paid in full for the period of this being held, funding/childcare vouchers or other third party payments will not be accepted. We will be in contact to inform you of your options.

There are no admissions processed in the month of July each academic year. This is due to this being a shorter month and the summer holidays commencing shortly thereafter.

Admission forms that are submitted in advance for a September start will be processed as soon as the Nursery is at full capacity for the current academic year. St Paul's CE Academy Nursery are able to hold spaces for the next academic year once the current year is at full capacity. For all other times of the year the admission's arrangements are as stated above.

For 2 year olds joining St Paul's CE Academy Nursery who are turning 3 within an academic year, sessions are booked in for them requiring a minimum of 12 hours. Whilst sessions are being arranged, families will also have to select which 2 full days (9-3pm) they would like from the date their child turns 3. If the sessions requested are not available the next nearest sessions, if available will be offered. A 'change of hours form' can be submitted after the child has started to be on the waiting list for ideal full days.

Over-Subscription Criteria

Our admissions policy operates within the equal opportunity framework and is regularly reviewed. In the event that there are more applications than sessions/places available during each application round, places will be offered using the following criteria:

1. Looked after children and children who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order) as under section 22 of the Children Act 1989.
2. Children of a sibling who already attends St Paul's CE Academy / St Paul's CE Academy Nursery. **It should be noted that securing a nursery place does not mean a child will automatically be allocated a place in reception class at St Paul's CE Academy.**
3. Children from disadvantaged backgrounds or in receipt of EYEE Government funding for 2 year olds.
4. Families using their full children's entitlement.

5. To fulfil the nursery's role as a community hub, after places have been filled under the first four criteria, any remaining places will be offered to those children who are likely to be in the St Paul's CE Academy catchment area and length of time on waiting list.

If the sessions required are not available the next nearest sessions, if available will be offered.

Admissions Process

An Admissions Form must be completed in order for prospective children to be added to our St Paul's CE Academy Nursery waiting list. This form can be requested directly from our Nursery Finance and Admissions Assistant. **Please be aware submission of an Admissions Form does not guarantee sessions.**

Attending a Nursery Tour must be done prior to any admission agreements being made. Nursery Tours are booked by contacting the nursery via phone or email.

Contact is made to the family within the month prior to the 'ideal start date' stated on the child's Admission Form. A verbal admission agreement is made and then followed up with an email of the agreed sessions, this contains the dates and times of child's 'key person telephone call', 'settling in session' and 'start date' (see below).

Key documents are then emailed to the primary contact to be completed prior to the child attending their 'settling in session'. These documents include a '**Child's Profile**' which ensures the parent informs the nursery staff of all relevant information and a '**Nursery Profile**' which contains important information about St Paul's CE Academy Nursery. Children are not able to start attending St Paul's CE Academy Nursery unless all documents have been returned prior with the child's start date being made at a later date. Please note that we are not able to hold spaces if documents are not returned after two weeks of the child's original start date.

Key Person Telephone Call – Your child's key person will give the primary contact a telephone call. During this call the key person will discuss details in the 'Child's Profile' and have a general discussion about any concerns and cover key information about arriving for the first time for the 'settling in session'.

Settling In Session – Every child who attends St Paul's CE Academy Nursery must attend a 'settling in session' this is for one hour scheduled in on one of the child's agreed admission days. Families are welcome to come into the nursery for up to 10mins on the 'settling in session'. If the Nursery Manager feels the child would benefit from slower, staggered sessions into St Paul's CE Academy Nursery, then a 'Settling in Plan' will be created, building up the child's hours to be able to attend their full sessions, (refer to 'Fee Structure' under section 'settling in plans').

Start Date – Every child is set a start date, these are the first full day (9-3pm) or session (9-12pm or 12-3pm – in line with agreed sessions) the child will attend St Paul's CE Academy Nursery, unless a 'settling in plan' has been put in place.

Change of Hours Requests

Families are able to make changes to the sessions their child attends St Paul's CE Academy Nursery at any time after the child has attended their first full session with the nursery. A 'change of hours request' form can be requested from our Nursery Finance and Admissions Assistant. Once this form has been submitted

then these requests join the St Paul's CE Academy waiting list. Requests are made in concurrence with admission forms received and thereby families are contacted within this same process.

Exceptions are made in circumstances where the nursery manager deems early acceptance of changes to be made are in the best interests of the child. Requests are discussed with families and exceptions would be made in accordance to spaces being available and circumstances being in writing to the nursery manager. Please note that there is no guarantee that requests will be accepted, unless the agreement has been made in writing.

Change of hours requests are processed on a monthly basis (see 'admission arrangements above').

Notice Periods

One calendar month notice needs to be provided in writing to the nursery manager in the case that a family wishes for their child's place to be terminated at St Paul's CE Academy Nursery. For any funded sessions during the notice period these will be claimed for until the child's last date of the notice period. For paid sessions, these will require payment to St Paul's CE Academy Nursery until the notice period has ceased. If the child does not attend nursery during the notice period then funding will still be claimed as above and/or payment will still be required.

'Change of hours request' forms that have been submitted to reduce a child's sessions with St Paul's CE Academy Nursery also require one calendar month notice.

After sessions have been agreed upon a child's submission to St Paul's CE Academy Nursery, if a family wishes to terminate their place prior to the child attending their 'start date' the nursery needs notifying as soon as possible. Resubmission to our nursery will require an admission fee of £50.00.

Notice of sessions being reduced, either down to just funded hours or hours reduced down to allow for manageable payments, will be issued to families where fees are unpaid over a period of time. Decisions are made by the finance team together with the nursery manager.

Staff Member and Governor responsible for the policy	Heads of School & Nursery Manager
Date reviewed and shared with staff	December 2025
Date to be next reviewed by relevant staff	September 2026
Signed by Chair of Governors:	Signed by Heads of School:  
Signed by Nursery Manager:	<i>K. Snyman</i>