St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Nursery Admission Policy

Admission Year

2025-2026

Committee	**Admissions**
Signature	
Date Approved	**19/03/2026**
Review Frequency	**1 year**
Date of Next Review	**Spring 2027**

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Introduction

St Mary's C of E Primary School is a member of the St Edmundsbury and Ipswich Diocesan Multi Academy Trust and the Trust's Directors are the Admissions Authority for this school. Authority is delegated to our Local Governing Body to administer this policy and all applications should be made to the School and not the Trust's offices.

Our school has a distinctive Christian ethos, whilst being rooted in the local community in all its diversity. At this school, we endeavour to provide an environment where there is freedom from discrimination on grounds of race, gender, language, religion, class, lifestyle, cultural background, age, disability or special learning needs. Equal opportunities are the right of everyone: pupils, teaching and non-teaching staff, parents, governors and those in the larger community in which our school is founded.

The school's Nursery Admissions Policy reflects our Christian vision:

"Love one another. As I have loved you, so you must love one another." John 13:34

Unconditional love underpins all we do at St Mary's Church of England Primary School. We value and embrace the individuality of every child as they discover, learn and flourish in a place of security and love. In the context of this policy, the primary message of the school's vision is that we are an inclusive school, welcoming children from all backgrounds and abilities.

Age

We offer Nursery Education to 3- and 4-year olds:

- **Birthday 1st September to 31st December**
    - From the day after their 3rd birthday, chargeable at the Current National Hourly Rate per hour. Please contact the school office for current pricing)
    - Free 15 Hours Early Education Funding from beginning of Spring Term being the term after their third birthday (after Christmas holiday)
    - Additional 30 Hours Extended childcare, chargeable at the Current National Hourly Rate (Please contact the school office for current pricing) from beginning of Spring Term (after Christmas holiday)
    - Lunchtime supervision charge incurred for any child attending for the full day. Please contact the school office for current pricing). Alternatively, you may collect your child during lunch.

- **Birthday 1st January to 31st March**
    - From the day after their 3rd birthday, chargeable at the Current National Hourly Rate per hour. Please contact the school office for current pricing)
    - Free 15 Hours Early Education Funding from beginning of Summer Term being the term after their third birthday (after Christmas holiday)
    - Additional 30 Hours Extended childcare, chargeable at the Current National Hourly Rate (Please contact the school office for current pricing) from beginning of Summer Term (after Christmas holiday)
    - Lunchtime supervision charge incurred for any child attending for the full day. Please contact the school office for current pricing). Alternatively, you may collect your child during lunch.

- **Birthday 1st April to 31st August**
    - From the day after their 3rd birthday, chargeable at the Current National Hourly Rate per hour. Please contact the school office for current pricing)
    - Free 15 Hours Early Education Funding from beginning of Autumn Term being the term after their third birthday (after Christmas holiday)
    - Additional 30 Hours Extended childcare, chargeable at the Current National Hourly Rate (Please contact the school office for current pricing) from beginning of Autumn Term (after Christmas holiday)
    - Lunchtime supervision charge incurred for any child attending for the full day. Please contact the school office for current pricing). Alternatively, you may collect your child during lunch.

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Application Procedure

Application forms can be obtained from the school office. Once completed, they should be returned to the school office with a birth certificate to verify date of birth.

Applications can be considered all year round for children who are already eligible to join the Nursery.

We have 26 Pupil spaces in our Nursery. We will offer places in our Nursery until the 26 places are filled. We allocate places to eligible children, and parents will receive a letter of offer by return if their child joins the day after third birthday, or by the last week before each half term if wishing to take up a nursery place the term after they turn 3:

- Autumn Term 2025 – places offered mid to end May
- Spring Term 2026 – places offered mid to end October
- Summer Term 2026 – places offered early February

If there are no places available, we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use our oversubscription criteria to help us decide who will be offered places.

Applications after the deadlines will not be considered as part of the allocation process. However, if places in the Nursery are still available, these children may be allocated a place after the formal allocation process is completed.

Please note: Attendance in our Nursery class does not guarantee a place in the reception class of our school.

Oversubscription criteria

If there are more applications than places available, the Admissions Committee of Governors will meet to allocate places. The length of time on any waiting list will not be considered. The following oversubscription criteria will be used in the order they are numbered:

1.	Children who have an **'Education, Health and Care Plan' that names our school nursery**
2.	**Children in care (looked after children) and children who were previously in care** (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).
3.	**Children with confirmed refugee status** who live in the Hadleigh Benefice area (Hadleigh, Layham and Shelley).
4.	**Children eligible for the service pupil premium** with a confirmed posting.
5.	**Children entitled to Early Years Pupil Premium** funding: https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-forparents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-3-and-4-yearolds/early-years-pupil-premium-eypp/
6.	Children wanting to take their **full free 'universal' entitlement**.
7.	**Sibling**: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single-family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.
8.	**Date of birth priority** (oldest to youngest).

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In the unlikely event that there are not enough spaces for children requesting places, and applicants cannot be separated by the criteria listed above, the place will be offered to one applicant on the basis of lots drawn by the Schools' Administrator, supervised by a member of staff from the St Edmundsbury & Ipswich Diocesan Multi Academy Trust.

Oversubscription Criteria Supporting Notes

Parent

For the purposes of education law, Section 576 of the Education Act 1996 defines a 'parent' as:

- *all natural (biological) parents, whether they are married or not;*
- *any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);*
- *any person who, although not a natural parent, has care of a child or young person.*

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

Children in care (looked after children)

A 'child in care' or 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 the definition in Section 22(1) of the Children Act 1989).

Children previously in care (previously looked after children)

Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (Section 46 adoption orders). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Children adopted from state care outside of England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

Twins, triplets and other multiple births

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, St Mary's School will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, St Mary's School will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

Ordinarily resident

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at the school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent or carer must be provided to confirm the child's living arrangements at the time of application. In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents/carers will be required to state which address is to be used as the ordinarily resident address. If we are aware of a parental dispute

affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

Moving House

If you are moving to a new address and you want to use that address as your child's ordinarily resident address for your application, you must provide written evidence that you are legally committed to the move. The evidence must be one of the following: proof of exchange of contracts for your new address, or a signed letting/tenancy agreement confirming your new address. For on entry applications evidence should be received by the relevant closing date and confirm that the move it will happen before the start of the school year you have applied for. For in year applications written evidence should be provided with the completed application form and show that the move will take place before the start of the term that you are applying for.

Sibling

Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single-family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Taking up their full free entitlement:

All children who wish to attend for 5 mornings a week will be considered before those choosing to attend for 4,3,2 or 1 mornings. If parents subsequently reduce the number of days their child wishes to attend after we have allocated their child a place, we reserve the right to withdraw the place and offer it to the next child on the waiting list.

***For children of UK service personnel and other Crown Servants**, the Governors must treat a family being posted to their area, or whose posting abroad comes to an end, as meeting the residency criteria for that catchment area even if no house is currently owned in that area once proof of the posting has been provided.*

Waiting lists:

If we are unable to offer a place due to over-subscription the application details will be added to our waiting list and considered again in the next round of allocations or when spaces become available. The waiting list is maintained in the order of the oversubscription criteria.

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Appendix 1

Sessions

Universal Entitlement

The 'universal' entitlement for all 3 and 4 year olds is 15 hours a week of Nursery provision for 38 weeks of the year (matching our school terms). At St Mary's C of E Primary School, **this 15-hour universal entitlement is offered through 5 morning sessions from 8:50am to 11:50am for 5 days each week, or 2 full days and 1 morning.** Children are eligible to join our Nursery in the term after their 3rd birthday.

Eligibility for Extended 30 Hour Free Childcare Entitlement

Some children are eligible for additional hours of Nursery provision. This entitlement is an extension of the universal entitlement and provides an additional 15 hours of free Nursery provision for children who are eligible. The entitlement to 30 hours free provision (15 hours 'universal' entitlement + 15 hours additional entitlement = 30 hours) is intended to support working parents with the cost of childcare and enable them, where they wish, to return to work or to work additional hours. The additional 15 hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year. Families where one parent does not work (or neither parent works) will usually not be eligible for these additional hours. Further information about eligibility can be found at: https://www.gov.uk/30-hours-free-childcare

Checking eligibility

Parents are responsible for checking their own eligibility. Parents apply online at https://www.gov.uk/apply-30-hours-free-childcare. The application will take around 20 minutes and you should find out if you are eligible within 7 days. You will need your National Insurance Number and your Unique Taxpayer Reference (UTR), if you're self-employed. If you are eligible, you will be given a unique code that the school will use when claiming the funding for your child.

When to Apply?

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	1 January	15 October to 30 November
1 January to 31 March	1 April	15 January to 28 February
1 April to 31 August	1 September	15 June to 31 July

You can apply outside of these recommended dates but you might not receive your code in time. **You have to reconfirm your eligibility every 3 months.**

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Appendix 2

Provision available at St Mary's C of E Primary School

- The St Mary's C of E Primary School Nursery offers 26 places for eligible 3 and 4 year old children. Children can attend from the day after their 3rd birthday.
- Places are offered in accordance with the Nursery Admissions Policy and oversubscription criteria.
- Provision includes:
    - 15 hours of free 'universal' provision **(8.50am – 11.50am each school day, or 2 full days 8.50am – 3.10pm and 1 half day 8.50am – 11.50am)** for all children;
    - Total of 30 hours of extended funded Nursery provision can be used Monday to Friday 8:50am to 3:10pm, comprising 15 hours of free 'universal' provision PLUS 15 additional hours for those whose parents qualify
    - Total of 30 hours of Nursery provision can be used Monday to Friday 8:50am to 3:10pm, comprising 15 hours of free 'universal' provision PLUS 15 hours of **paid provision** for parents who do not qualify for free additional hours. Please contact the school office for details of the current hourly charge for paid provision.
- The Nursery sessions are:
    - Morning – 8:50am – 11:50am (Please note: the 'universal' entitlement is offered during this session); or
    - Full Day – finishing at 3:10pm (Please note: the extended funding entitlement are offered during this session or charged)
- Government funding is intended to deliver 15 or 30 hours of funded, high quality flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. The funding is to support the hours of early years provision. Therefore, we may make additional charges to cover extra provision, such as visits, afternoon snacks, school lunches and lunch supervision. We request that parents contact the school office for information about current charges.
- There is a lunch break between sessions **for children who are attending for the full day. This is not part of the 15 or 30 hour entitlement. Please contact the school office for details of current charges to cover the cost of supervision during this period.** Children can order a paid for school lunch or bring a suitable packed lunch. Alternatively, you may collect your child during lunch.
- Children are provided with a free fruit or vegetable snack