



## **St Martin's C of E Primary and Nursery School**

### **POLICY ON ADMISSION TO ST MARTIN'S FLEDGLINGS NURSERY**

**Please note that this policy should be read in conjunction with the Nursery  
Contract Terms and Conditions document.**

<b>Contents</b>	
Our Ethos .....	3
Admissions .....	3
Applying for a place in the nursery (Foundation One) .....	4
Visiting St Martin's .....	5
Late applications.....	5
Oversubscription Criteria for Admission into the Nursery .....	5
Notes to Oversubscription Criteria.....	6
Information provided in an application.....	7
Definitions.....	7
Contacts and Further Information.....	9
Policy Version.....	10
Designated Area Map For 2016-17 .....	11
Appendix A: Exceptional social or medical need for admission to our nursery.....	12

St Martin's Primary and Nursery School is a voluntary aided School. This is a Church of England School in the Diocese of Exeter. The governing body of a voluntary aided School is the admission authority and has responsibility for admission policy and decisions about admissions applications.

Nursery admissions are all administered by the school's Nursery Administrator.

### **Our Ethos**

Our ethos is one of love and care within a Christian community – every child is cared for as a child of God. We place a high priority on the emotional health and well-being of every child and know that in order to learn effectively children need to feel safe and secure. In order to learn effectively, children need to understand how to learn, and why they're learning; they need a careful balance of challenge and support to enable them to be the 'best that they can be'.

We place enormous value on our relationships with children and their parents and consider parents as partners in their child's learning journey. Successful relationships are the bedrock from which a community grows; we have an 'open door' policy, which means we welcome feedback, support and working together.

We hold a daily act of collective worship sometimes as a whole School and sometimes within class groups or family learning groups. We hold a special collective worship service on a Friday afternoon to end the week. At this service we celebrate the children's achievements and have time to reflect on what we have enjoyed and learnt throughout the week. Parents are very welcome to share this collective worship with us.

We ask all parents applying for a place here to respect our ethos and its importance to the School community. This does not affect the right of parents who are not of the faith of this School to apply for and be considered for a place here.

### **Admissions**

At St Martin's we offer high quality Early Years provision within a purpose built Foundation Stage Unit. The unit comprises a 26 place nursery (Foundation One) and two 30 place reception classes (Foundation Two), catering for children aged 3 to 5.

Please note there is a separate policy regarding admission to the reception year. This policy deals with admission to the nursery (Foundation One) class.

Parents/carers may access their free entitlement of 15 hours' nursery provision from the start of the term the child has their third birthday. Parents may also buy additional hours in minimum blocks of 3 hourly sessions from the start of the term in which the child has their third birthday, subject to availability. This means that:

- Children with 3<sup>rd</sup> birthdays between 1<sup>st</sup> January and 31<sup>st</sup> March can access 15 hours free nursery provision from the start of the Summer term (after Easter) but parents/carers may purchase hours from the start of the Spring term (January).
- Children with 3<sup>rd</sup> birthdays between 1<sup>st</sup> April and 31<sup>st</sup> August can access 15 hours free nursery provision from the start of the Autumn term (September) but parents/carers may purchase hours from the start of the Summer term (after Easter).

- Children with 3<sup>rd</sup> birthdays between 1<sup>st</sup> September and 31<sup>st</sup> December can access 15 hours free nursery provision from the start of the Spring term (January) but parents/carers may purchase hours from the start of the autumn term (September).

Some children may be entitled 30 hours of government funded nursery education every week for 38 weeks of the year up to a maximum of 1140 hours per year. For further information, please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to check your entitlement.

Governors have determined that blocks of 3 hourly sessions may be purchased for £12.24 (£4.08 per hour) and this will be reviewed annually in April.

Parents are able to request any combination of nursery sessions, subject to availability. Session times are as follows:

Early Start – 8.30am – 9.00am

Morning – 9.00am – 12.00pm (3 hours)

Afternoon – 12.00pm – 3.00pm, with lunch at 12.30pm (3 hours)

All day – 8.30 – 3.00pm (6 and a half hours)

Lunch will be eaten at 12.30 (during the afternoon session). You may provide him/her with a packed lunch, or alternatively, you are able to purchase a school lunch for your child at the cost of £1.80 per meal.

For clarity, if a parent wishes their child to attend nursery all day 8.30 – 3.00pm, including a school lunch, this will cost £28.32 (£26.52 plus £1.80).

### **Applying for a place in the nursery (Foundation One)**

As St. Martin's is a Voluntary Aided Church School, the governors are responsible for nursery admissions. The Governing Body has delegated this responsibility to the Nursery Administrator.

Application forms are available from the school office, or via email on request. The Nursery Administrator will be happy to answer questions parents/carers may have about the process.

The Nursery Administrator will rank all applications according to availability, the School's Admissions Criteria listed below and according to when the application was made. The offer of sessions will be made to meet parental need according to this ranking. This will include offering successful applicants their full 15 hours' free entitlement plus any additional purchased hours that the parent may need. Parents will be expected to commit to specific sessions for the whole term. Parents wishing to purchase additional hours must pay half-termly in advance and this will be non refundable. Any parents who need to make arrangements to pay on a weekly basis should contact the office so that this can be arranged.

The School will contact all applicants before the end of the previous term to discuss the offer of a place and the sessions available. Successful applicants will be invited

to bring their child to a 'Stay and Play' session before the start of the term, when a nursery contract must be completed.

If the nursery is over-subscribed, parents who have been unsuccessful can request that their application is placed on a waiting list in case vacancies arise. Waiting lists will be kept so long as there is at least one name on it. The School will retain the waiting list. The Nursery Administrator will contact you if a place becomes available. Places on the waiting list are ranked in the same way as initial applications. It is possible that a child's name could go down on a list as well as up.

Looked After Children and previously Looked After Children take precedence over those on a waiting list.

Any sessions offered, including purchased sessions, will be guaranteed for the duration of the child's time in the nursery. If a parent wishes to change the timing or duration of sessions for their child for the following term they will need to obtain a change of hours request form available from the School office, so that the Nursery Administrator can include this request when allocating future places. If the nursery is not full, we will always try to meet parents' needs.

Children can wear their own clothes to the nursery. There is an optional yellow sweatshirt and/or t-shirt which is available for children to wear and can be ordered online from Wovina ([www.wovina.com](http://www.wovina.com)) or Tesco, who also supply school branded uniform. We accept Childcare Vouchers (tax relief for childcare costs – for more information, please contact the School Business Manager).

### **Visiting St Martin's**

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 decisions on whether a place can be offered here. If you would like to visit us, you should contact the School office to make an appointment. Information on the school is also available on our website [www.stmartinscranbrook.devon.sch.uk](http://www.stmartinscranbrook.devon.sch.uk).

### **Late applications**

If an application is received when a child is already over 3 years old, sessions will be offered if these are available and the child will be able to start mid-term. If the nursery is full, the application will be placed on the waiting list and considered against the admissions criteria when a vacancy arises.

### **Over-subscription Criteria for Admission into the Nursery**

**Any child whose Education, Health and Care Plan names the School will be admitted. This will reduce the number of place available to other children accordingly.**

The Nursery Administrator uses the following criteria when prioritising applications. These criterion are reviewed annually in consultation with the Local Authority and Diocese.

We will admit up to 26 nursery children at any one time (26 places in the morning sessions and 26 places in the afternoon sessions); where we receive more applications than the number of places available the governing body will prioritise

applications using the following criteria:

- 1. Children in Care or those who were in Care but ceased to be so because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.**
- 2. Children based on their exceptional medical or social needs or those of a parent with evidence from a medical specialist or social worker of the child's or parent's need and why they must attend this school rather than any other, based on those needs.**
- 3. Children who live in the School's designated area (see map at back of policy), with a sibling on roll at the School at application.**
- 4. Other children living in the School's designated area.**
- 5. Children who live outside the School's designated area, with a sibling on roll at the School at application.**
- 6. Children of members of staff employed for more than two years by the School and/or recruited within the past two years to fill a vacancy for which there was a skills shortage**
- 7. Children who live outside the School's designated area, whose parent(s) and/or the child regularly worship at a church affiliated to Churches Together in Devon.**
- 8. Other children.**

#### **Notes to Over-subscription Criteria**

- a) Further to criterion 5, higher priority may be given to the admission of a child of a staff member if it can be demonstrated that not offering a place may result in the member of staff being unable to continue working at the school. Each case will be considered on an individual basis.
- b) A School Faith Supplementary Information Form (SIF) will be available to applicants to provide evidence of faith for criterion 6. This should be returned to the Nursery Administrator as soon as possible. Applications without a SIF will be considered without reference to priority on faith grounds.
- c) Tie-breaker: If it is necessary to distinguish between children, priority will be determined on the date when the application was received and then, if required, on the basis of distance between home and the School. This will be measured as a direct line from the entrance of the residential dwelling, to the School's yellow establishment marker on Devon County Council's Geographical Information System (GIS)
- d) Higher priority may be given to the admission of a child for whom an exceptional medical, educational or social justification is demonstrated, with satisfactory supporting evidence from a relevant professional – see Appendix A.
- e) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) resident in our designated area, every effort will be made to allocate places here, including offering place(s) wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek admission to an alternative School with sufficient vacancies to accommodate both or all of the multiple birth siblings.

- f) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School.
- g) It is the responsibility of parents/carers to inform the School if their child has siblings already at the school.
- h) For children of UK service personnel and other Crown Servants the School will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) that declares a relocation date and Unit Postal Address or Quartering Area Address. For further information please contact Children's Education Advisory Service.
- i) Sibling is defined at the table situated at the back of this policy.
- j) The School comply with the Local Conditions of Funding for the Early Years Entitlement.

**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 has 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 School 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 us, as this may affect your application. We will require evidence of a new address where this would give you a higher priority for admission.

Parents/carers should inform the school on application if their child has English as an Additional Language (EAL) so that any additional support which may be required can be arranged. This will be discussed with families on an individual basis.

If you have any queries or concerns regarding this policy or the application process, please contact the school.

**Definitions**

Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A). This priority applies to all children who were formerly in care, regardless of the date they were adopted.
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions (see the Children

	Act 1989 section 22(1)) by a local authority.
Churches Together in Devon	These are churches in the county of Devon which are members of Churches Together in England. For details of Churches which are members of <i>Churches Together in England</i> please see or telephone 020 7529 8131.
Designated Area	The geographical area served by the School. It is sometimes called the 'catchment' area. You should note that living within the designated area <b>does not</b> guarantee a place. The School's designated area can be found on page 11 of this policy.
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent mapping system.
Home Address	<p>The School will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify the home address.</p> <p>Where necessary to determine which address to recognise and in the absence of a child arrangements order, the School will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the School in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the School will determine the home address.</p> <p>Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. If you cannot provide this evidence, please contact us. We do not intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.</p>
Member of staff	This will be any salaried person employed by the School and not at another School. The staff member must also have been at the School for 2 years or have been employed due to a skills shortage. Evidence of this will be provided using the School Staff

	Supplementary Information Form.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.
Regular worship	The parent(s) and/or the child attend church on at least a monthly basis, and for a minimum period of one year.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Supplementary Information Form (SIF)	A form in addition to the common application form from the local authority. It is used to collect information which is necessary only to apply the School's oversubscription criterion 5 and 6.
Statement	A Statement is a formal document describing a child's special educational needs (SEN) and how they will be provided for in a School. Children and Families Act 2014 replaces Statements with Education, Health and Care (EHC) Plans, in which case, references to Statements should include EHC plans.

### **Contacts and Further Information**

#### **School**

Tania Beard, Headteacher  
 St Martin's Church of England Primary and Nursery School  
 Younghayes Road  
 Cranbrook  
 Near Exeter  
 EX5 7DT

Telephone number: 01404 515409

Website address: [www.stmartinscranbrook.devon.sch.uk](http://www.stmartinscranbrook.devon.sch.uk)

Email address: [admin@stmartinscranbrook.devon.sch.uk](mailto:admin@stmartinscranbrook.devon.sch.uk)

#### **The Diocese of Exeter**

Diocesan Board of Education  
 The Old Deanery  
 The Cloisters  
 Exeter EX1 1HS  
 01392 294939

#### **Education Welfare Service**

Telephone contact through *My Devon* on 0345 155 1019

#### **The Department for Education (DfE)**

Telephone 0870 000 2288

The Department for Education (DfE)  
Telephone 0870 000 2288  
www.education.gov.uk

**Churches Together in England**  
Telephone 020 7529 8131

**Children's Education Advisory Service – advice for service families**  
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE  
01980 618244

### **Policy Version**

**POLICY AGREED: JULY 2012**

**POLICY REVIEW TERM: ANNUAL**

**Policy review dates:** 15th October 2012  
11th February 2013  
9<sup>th</sup> December 2013  
13<sup>th</sup> October 2014  
30<sup>th</sup> November 2015  
10<sup>th</sup> October 2016

This policy was consulted on with the Diocese of Exeter and Devon County Council in 2013.

### **Amendments:**

28<sup>th</sup> April 2015 – 'residency/residence orders' amended to 'child arrangements orders'

17<sup>th</sup> July 2017 – to include information on potential entitlement to 30 hours of government funded education per week.

26<sup>th</sup> March 2018 – over-subscription criteria amended to ensure they match the criteria in the main school admissions policy.

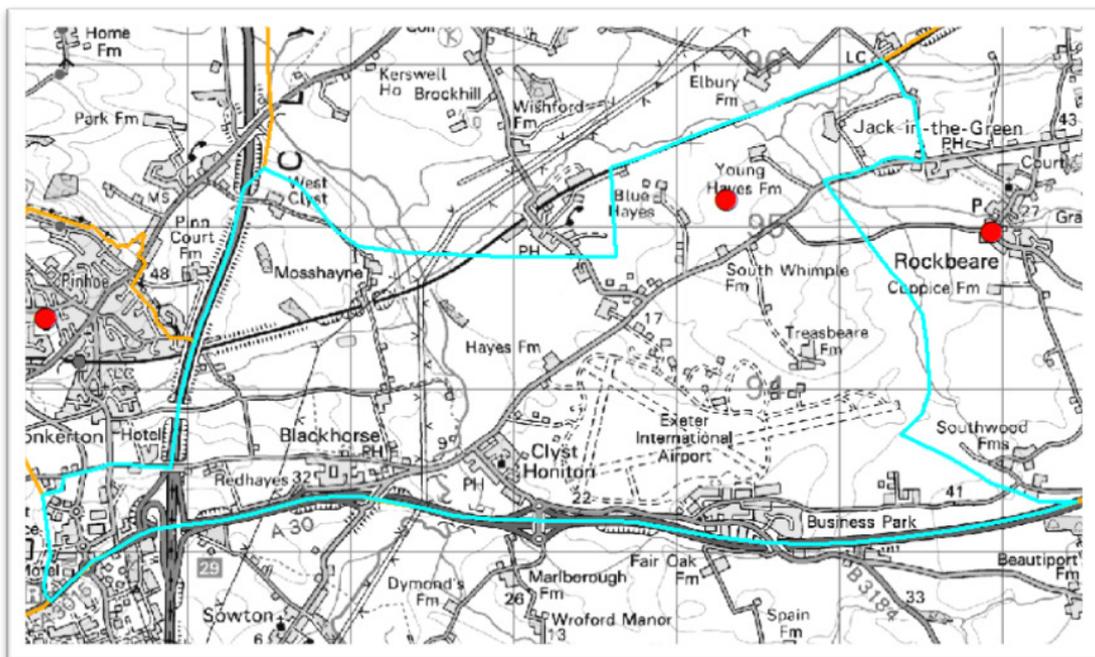


## ST MARTIN'S PRIMARY AND NURSERY SCHOOL

### Designated Area Map

Our designated area is in the centre of the map, bounded by a blue line. You can view it in more detail online at [. This will confirm whether addresses close to the boundary are inside or outside our area.](#)

We welcome admissions applications for children living inside and outside our designated area.



© Crown Copyright. All rights reserved. Devon County Council 100019783 2015

## **Appendix A**

### **Exceptional social or medical need for admission to our nursery**

Our admission arrangements allow for higher priority for children where there is an exceptional need to attend this nursery and not another nursery. The need must be specific to this nursery: a child may have very challenging circumstances that require additional support but if that support could also be provided at another nursery, there would be no exceptional need to attend this nursery. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social care officer;
- Where one or both parents or the child has a disability that may make travel to another nursery further away more difficult, which can be supported by medical evidence.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this nursery, the parent must provide supporting information from a doctor together with any other relevant information by the application closing date
- this must make a compelling case as to why the child's needs can only be met here, a medical condition in itself will not automatically result in a place here. It is not essential for the doctor to name our nursery but the evidence should explain exactly what the child's needs are and what specialist support and facilities the child requires.
- we may seek our own medical advice to establish whether we are the only nursery that could meet the child's needs. In most cases we would only expect to agree medical need for a nursery place here if a child has an Education, Health and Care Plan as a result of their medical situation.
- for other exceptional reasons, parents must provide independent evidence from a professional who is supporting the family.
- this evidence must demonstrate that it is essential for the child to attend here and no other nursery.
- the supporting evidence must set out the particular reasons why this nursery is the most suitable and the difficulties that would be caused if the child had to attend another nursery. It is not essential for the professional supporting the family to have in-depth knowledge of our nursery but the evidence must explain exactly what the child needs are and what specialist support and facilities the child requires.
- we may seek our own advice to establish whether we are the only nursery that could meet the child's needs.

Exceptional need for admission here will not be accepted on the grounds that

- a child may be separated from a friendship group
- parents wish to avoid a child from the current or previous nursery;
- child-care arrangements before or after nursery would have to be changed;
- transport arrangements would have to be changed;

- there is a medical condition such as mild asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Where there is exceptional need for admission to this nursery, the child will be given a higher priority for admission but not a guarantee of a place. If the nursery is already full, we will still need to reach a decision on whether the disadvantage to the child outweighs the prejudice to efficient education or the efficient use of resources here should another child be admitted. Where we agree that there is an exceptional need for a child to be admitted, priority under oversubscription criterion 2 will mean it is likely that the application will be successful and a place offered.

Evidence from a relevant professional, independent of the family will be required in every case. It is expected that this will provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this nursery. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need, meeting our oversubscription criterion 2.

Parents should indicate on their application forms that they believe there is an exceptional need for admission here. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so.

If we accept that exceptional need has been demonstrated, the application will be prioritised under our oversubscription criterion 2. Where we don't agree that the need is exceptional, the application will be prioritised according to our other oversubscription criteria.