



Nursery Admissions Policy

Communicating Love; Inspiring
our Community to Flourish
2023-2024

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1. St Gabriel's Nursery – a Pre-School Setting for 3-4 Year Olds

St Gabriel's Nursery is a pre-school nursery open for 38 weeks per year, following the school's term dates. We are delighted that this provision is closely linked with our school, enabling us to have great transition between Nursery and Reception. This ensures we are able to give our future pupils a great start in a school environment with a dedicated Nursery team.

We accept Nursery applications for children aged 3-4. Once admitted into the provision, children may stay until they transfer to Reception in a primary or infant school.

Please note that attending the Nursery at St Gabriel's Academy does **not** mean that your child will automatically progress into the main school. You will need to apply for a separate School Reception place via the online Warwickshire County Council admissions system. Attending the Nursery does not give you priority over other children applying for a school place.

2. Nursery Sessions

The Nursery operates two daily sessions, with a chargeable lunch hour in between:

- AM session 8:30am – 11:30am
- Lunch hour 11:30am-12:30pm
- PM session 12:30pm – 3:30pm

Sessions operate 5 days per week, term time only (38 weeks). The term dates run in line with the main school (including closure for Teacher Training days). Term dates can be found on the academy website. Children should arrive promptly for their booked session(s).

There are three terms, defined as follows:

Autumn term	The term starting in September and ending in December
Spring term	The term starting in January and ending at Easter
Summer term	The term starting after Easter and ending in Summer

We require that all children attend a **minimum of 15 hours per week** (5 sessions). Your place may be withdrawn if your child does not regularly attend at least 5 sessions per week.

3. Early Years Funded Places

St Gabriel's CofE Nursery offers 15 or 30 funded hour places for eligible three and four year olds.

- *15 Hour funded Sessions (i.e. 5 sessions per week):*
All children are eligible to access their free early learning place from the start of the term after their third birthday. Once eligible, subject to availability of a place, children can start at the beginning of any of the three school terms (Autumn, Spring, Summer).
- *30 Hour funded Sessions (i.e. 10 sessions per week):*
The 30 hour entitlement is available to three and four year olds of working parents who meet the earning criteria. To check eligibility, please visit <https://www.gov.uk/30-hours-free-childcare>? Parents will need to make an application for the funded hours via your government childcare account the term before your child turns three. Parents will receive a unique 11 digit code which will need to be given to the school office to confirm eligibility.

Parents eligible for 30-hour funding may choose to split this funding with a second setting if required, as long as a minimum of 15 hours is used with St Gabriel's Nursery.

Please note that funded hours can only be used for Nursery sessions. The lunch hour is a separately chargeable hour that cannot be covered using Early Years funding.

Any booked sessions in excess of your Early Years funding entitlement will be separately charged by invoice on a monthly basis. Invoices can be paid via the government's tax-free childcare scheme, via childcare vouchers or via bank transfer.

4. Session Prices and Additional Charges

Where sessions are not covered by your Early Years funding, they are charged at the following rates:

- AM session: £22 (or £20 for Houlton residents / St Gabriel's sibling)
- PM session: £22 (or £20 for Houlton residents / St Gabriel's sibling)

Lunch hours are not covered using Early Years funding and are separately chargeable at the following rate:

- Lunch hour: £7 (or £6.36 for Houlton residents / St Gabriel's sibling)
- Hot food is available for an additional £2.50 per day. This is an optional extra, and parents can of course choose to send their child with a packed lunch instead.

Invoices for any chargeable sessions and/or lunch hours will be issued on a monthly basis, and can be paid via the government's tax-free childcare scheme, via childcare vouchers or via bank transfer. Payment terms are 14 days. Please note that hot food is billed separately via ParentPay and must be paid via debit/credit card only – we are unable to accept childcare voucher payments for hot food.

If your child is unable to attend a session due to illness or holiday, the session cannot be transferred and any chargeable sessions will still be payable.

Your chargeable place may be withdrawn if your invoices are not paid within payment terms. If you are unable to pay, please contact the school office to discuss the matter in the strictest of confidence.

5. Nursery Enquiries and Wait List

If you are interested in a place for your child, please contact the school office in the first instance via email at childcare@stgabrielscofeacademy.org with your name, your child's name, your child's date of birth, your email address and a contact phone number. If you are able to let us know how many sessions you would be interested in, please include this information too.

We will then add your details to our Wait List, and record your date of expressed interest (this is the date when you provided your contact details in writing to the above email address). You will receive email confirmation that you have been added to the Wait List. We will then contact you to invite you to an Open Event or a Nursery Tour approximately 1-3 months before your child's relevant application window.

Please note that the Wait List does **not** guarantee you a place in the Nursery; it is simply an expression of interest. In order to be **considered** for a place, you must apply using the application form below within the application window (see Section 7 for further details), and applications will be considered in line with the Admissions Criteria (see Section 8 for further details).

6. Nursery Tours

Children included on our Nursery Wait List will be invited to a Nursery Open event or a Nursery tour 1-3 months' in advance of your relevant application window. This will give you the opportunity to view our facilities and meet our welcoming Nursery team. Regrettably, we are not able to offer tours further in advance than this.

7. Application Process – 2023/24 Academic Year

For a place at St Gabriel's Nursery, you must apply using our application form (***see Appendix 1***) within the following window:

Application key dates for the 2023/24 academic year:

Date of Birth	Intake	Application opening date	Application deadline	Offer week
1 st April – 31 st August 2020	Autumn 2023	1 st April 2023	30 th April 2023	w/c 15 th May 2023
1 st September – 31 st December 2020	Spring 2024	1 st September 2023	30 th September 2023	w/c 9 th October 2023
1 st January – 31 st March 2021	Summer 2024	1 st January 2024	31 st January 2024	w/c 12 th February 2024

Once we have received your application form, we will write to you to confirm safe receipt and the dates that it will be processed. **Any applications received before the opening date or after the deadline will not be considered.**

After the application deadline has closed, the Admissions panel will rank all applications in line with our admission and oversubscription criteria which are outlined in this policy. During offer week, successful applicants will receive an offer via email which is valid for 2 weeks. You must accept your place in writing within 2 weeks of the offer being made, otherwise the offer is automatically withdrawn. If your application for a place is unsuccessful, you will be informed in writing during the offer week. Please note that places offered to children attending the 30 hour sessions will be made as a provisional offer and will be dependent on the submission of a valid eligibility code.

8. Admission and Oversubscription Criteria

Your application will be considered using the Admission Criteria below. **You must submit an application form in order to be considered for a place** – expressing an

interest in a place in advance, or having a place on the wait list does **not** exempt you from submitting an application form. Your application must be made using the Application form (appendix 1) within the application window. Any applications received before the opening date or after the deadline date will not be considered.

If there are more applications than there are places, we will offer places in the following order of priority:

1. Children who are in looked after care at the time of application or children who will be in looked after care at the time of admission (LAC).
2. Date of expressed interest: applications will be ranked by the date that the child was added to our Wait List. This will be the same date that you expressed interest and provided your contact details in writing. (If you have not expressed interest in advance of making an application then your application submission date will be taken as your date of expressed interest).
3. Date of application submission: in the event of a tie on date of expressed interest where no distinction can be made between the applicants, applications will be ordered according to date of application submission.
4. Date of birth: if the application submission date is also the same, then priority will be given based on date of birth.

Autumn term intake applications will be considered before Spring or Summer term intake applications. Applications will be ranked alongside other applications for the same termly intake only.

9. Applications for Future Academic Years

If you are interested in a place for your child for the 2024/25 academic year or beyond, please contact the school office via email at childcare@stgabrielscofeacademy.org. We will then add your details to our Wait List, and you will be invited to an Open Event or Nursery Tour nearer to the time.

10. Changing your Nursery Hours

Regrettably, we are unable to accommodate requests *during the term* to amend the number of sessions your child has booked. Sessions are not transferrable. You should attend the booked sessions outlined in your agreed place offer.

If you wish to increase your child's sessions during a future term, you must communicate this in writing via email to childcare@stgabrieliscofeacademy.org as early as possible, and you will be asked to apply for this increase during the relevant application window.

If you wish to decrease your child's sessions during a future term, you must communicate this in writing via email to childcare@stgabrieliscofeacademy.org. We require written notice half a term in advance to reduce sessions. If there is a change to your funding arrangements which necessitate a reduction in hours, please contact the Nursery to discuss this as early as possible.

11. Terminating a Nursery Place

Parents/carers are required to provide one terms' notice in writing of their intention to terminate their child's nursery place.

APPENDIX 1:

St Gabriel's Nursery Class Application for Admission

Intake (select as appropriate): Autumn 2023 Spring 2024 Summer 2024

Child's Details

Forename	
Middle name	
Surname	
Preferred first name	
Gender	
Nationality	
Date of Birth (<i>*please provide a copy of your child's birth certificate or passport with their application</i>)	
Home Address (<i>*please provide proof of address with the application form</i>)	
Post code	
Telephone Number	
Mobile Number	

Special Educational Needs

Would you consider your child to have Special Educational Needs or Disabilities? Yes <input type="checkbox"/> No <input type="checkbox"/> Please detail the need(s) including any diagnoses:

Agencies or support involved in meeting the needs of your child:		
Agency:	Support Provided:	Contact details:

Other Information:

Is your child in care / post looked after? Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other information the school needs to be aware of:

Sessions Required – please tick as required

Session	Day	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.30-11.30						
Lunch 11.30-12.30						
PM 12.30-15.30						

Early Years Funding & Payment

We are entitled to: 15 hours funding <input type="checkbox"/> or 30 hours funding <input type="checkbox"/>
Are you splitting your funding with another setting? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the name of the other setting and how the funding will be split:
How are you paying for unfunded sessions /lunch hour if applicable: Debit/Credit Card <input type="checkbox"/> Government tax-free childcare vouchers <input type="checkbox"/> Employer voucher scheme <input type="checkbox"/> Name of provider: _____ Other <input type="checkbox"/> _____

This form accompanies the Nursery Admissions Policy. Please read this prior to submitting your application form.