

St John's
Catholic Primary School



St. John's Nursery Admission Policy 2025/2025

As a Catholic school, we are dedicated to providing a Catholic education for all our students, including those in the nursery. Catholic values and teachings are woven into every aspect of school life. To uphold the Catholic character of our school, it is essential that all families fully support and embrace the ethos and mission of the school. We trust that all parents will offer their wholehearted, positive support for the school's aims and values. Please note, this does not affect the right of non-Catholic applicants to apply for and be considered for admission, in accordance with our admission policy.

Application Process and Procedure

Children are eligible to start at St. John's Nursery from the term after their third birthday. We offer both full-time and part-time places, term time only.

- Monday, Tuesday full days, Wednesday 08:40am-11:40am
- Wednesday 12:20pm- 15:20pm, Thursday and Friday full Days

Parents and carers are welcome to apply for a place at St. John's Nursery at any time during the year by completing a registration form, which is available from the School Office.

If spaces are available, children can be admitted to the Nursery at the start of the term following their third birthday. Offer and non-acceptance letters are sent on the following dates:

- Offers for September: June
- Offers for January: November
- Offers for April: February

In certain cases, children may be admitted at any point during the term following their third birthday.

Parents will need to confirm acceptance of the place in writing and provide the following documents:

- Child's birth certificate
- Baptism certificate (if applicable)
- Proof of address

If applying for a full-time place, parents must also complete the Parent Declaration Form and provide a 30-hour code along with their National Insurance Number before their child starts attending the Nursery.

The Nursery team will arrange a visit for parents to bring their child to explore the Nursery before the start date. This visit will provide an opportunity for families to meet the staff and help the child become familiar with their new environment.

2. Admission Criteria

1. Baptised Catholic children who are looked after or previously looked after
2. Baptised Catholic children living in the parish of St. John the Evangelist who have a brother or sister attending St. John's Catholic Primary School at the time of admission.
3. Baptised Catholic children living in the parish of St. John the Evangelist
4. Other Baptised Catholic children who have a brother or sister attending St. John's Catholic Primary School at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are looked after or previously looked after
7. Non-Catholic children who have a brother or sister attending St. John's Catholic Primary School at the time of admission
8. Children of other Christian communities (see note 6 below)
9. Non-Catholic children

3. Reserve List

In the event that there are more applications than available places, and after the oversubscription priority criteria have been applied, children who are not offered a place will be added to a reserve list in order of the criteria, rather than by the date of application.

If a space becomes available, the nursery will contact the parents of the child at the top of the list.

It's important to note that the reserve list is not a waiting list. If a parent requests that their child be moved higher on the list due to priority under the admissions criteria, other children may be shifted down accordingly.

Placement on the reserve list does not guarantee that a place will become available.

4. Withdrawing Offers

Once a written offer has been issued, it may only be withdrawn in the following circumstances:

- If the parents fail to respond to the offer within two weeks of the date it was made
- If the offer was made based on fraudulent information provided in the application
- If the offer was made based on intentionally misleading or false information

5. Fees

Fees are calculated at the end of each half term for the upcoming term, and full payment is required within two weeks of receiving the invoice via email. All payments can be viewed on School Money and there is an option for payments to be made in instalments. The Full amount must be paid by the deadline on the invoice. Fees must still be paid if a child is absent for any reason, including illness or holidays taken during term time.

Full-Time Places

For full-time places, any additional hours beyond the universal 15-hour per week entitlement will incur an extra charge. If parents qualify for the 30 hours of government-funded childcare (as outlined in the "Eligibility for 30 Hours Free Childcare" guidelines), these extra hours will be funded directly by the government. However, the 40-minute additional supervision between sessions, exceeds the 30-hour free entitlement and will incur a charge at a rate determined by the governing body to cover the staffing costs for this additional time.

Morning: £16.80

40 Minutes Supervision (20-minutes AM & 20-minutes PM) £2.65

Afternoon: £16.80

Fees are reviewed annually in March and one month's notice will be given of any changes.

We provide the option for children to be collected between 11:40 and 12:20 if you wish to avoid the supervision charges.

Late Payment and Additional Charges

If fees are not paid by the due date, a late payment fee of £10.00 will be applied., If fees are not settled within month, we reserve the right to withdraw the nursery place.

Notice of Withdrawal or change of hours

Parents/carers must provide one full month's written notice if they wish to withdraw or change their child hours in nursery. If this notice is not given, the full month's fees will be charged.

Free Universal Entitlement

All three- and four-year-olds are entitled to 15 hours of free early education per week during term time (38 weeks per year).

Eligibility for 30 Hours Free Childcare

Parents may qualify for the extended 30 hours of free childcare if both parents earn, on average, the equivalent of 16 hours per week at the national minimum wage.

To check eligibility, parents should visit the Government's Childcare Choices website.

Parents can only begin claiming their 30 hours of free childcare from the term following the date they receive confirmation from HMRC. Therefore, parents are encouraged to apply as early as possible.

If eligible, parents must provide a 30-hour code and their National Insurance Number on the Parent Declaration form. As the free childcare cannot be claimed until the code has been verified, it is crucial for parents to submit this information promptly to avoid any delays.

It is important that parents reconfirm their eligibility for the free childcare entitlement every three months. HMRC will send reminders to ensure parents stay updated on their eligibility.