



## **Nursery Admissions Policy 25-26**

## **Nursery Admissions Policy**

**Implementation Date: September 2025**

At St Michael's Community Academy the children are offered an exciting, fun and creative curriculum with emphasis placed on the basic skills of learning, creative arts and sports. In addition to gaining language, mathematical and scientific skills your child will also be encouraged to build confidence, develop self-reliance, learn to make decisions and develop the ability to articulate feelings and ideas.

We believe in the importance of the development of the children's social skills and we encourage our children to develop self-discipline, show respect for all other people and for their surroundings. Childhood is a very special time, in working together we can ensure that your child learns and grows in an exciting, challenging, happy and caring environment.

St Michael's Community Academy is part of the St. Bart's Multi-Academy Trust however our Admission Policy for the academic year mirrors the Department for Education School Admissions Code (December 2014) - see:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

### **Applying for Admission to Nursery:**

#### **Section 1: Provision for 2 year olds**

St. Michael's Community Academy offers 15 hours per week of childcare for 2 year olds during term time. We will offer the 15 hours over a choice of two 3-hour sessions – one in the morning and one in the afternoon – over the course of 5 working days (Mon-Fri).

A child who is assigned to a particular group (am or pm) will be expected to stay within it for the remainder of the term before any changes can be considered.

#### **Eligibility for a free place**

Parents can apply for a free 15 hr place in our 2 year old provision based upon the following eligibility criteria:

**Your 2-year-old can get free early education and childcare if you are in receipt of one of the following:**

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act

- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

**A child can also get free early education and childcare if any of the following apply:**

- they are looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

Children can take up their 2-year old place **at the start of the term following their second birthday**. For example, if a child turned 2 in February, they would be able to start at the nursery after the Easter break.

All children in the 2-year old class will keep their place **until the start of the term after their 3<sup>rd</sup> birthday**, at which point they can transfer to our main nursery.

**Paid-for Places:**

In all cases priority will be given to offering places to children who are eligible for the free entitlement.

In the event of there being available space in the 2 year old provision due to free places not being filled, St. Michael's reserves the right to offer any remaining vacancies to parents who do not meet the eligibility for a free place but who instead wish to pay. We will maintain a waiting list of parents who fit into this category and communicate with them whenever a place becomes available. This will typically be in the second half of the term that the child has their 2<sup>nd</sup> birthday.

Any child being offered a paid place under such circumstances will keep their place until they are ready to transfer to the main Nursery in the term following their 3<sup>rd</sup> Birthday.

**Section 2: Free Part-Time Provision for 3 and 4 Year Old Children:**

St. Michael's can offer up to 52 part time places for Nursery-aged children from the beginning of the term following their 3<sup>rd</sup> birthday. For example, if a child turned 3 in June, they would be able to take up their place in September at the start of the Autumn term.

Free part time places are based around 15 hours attendance in our Nursery for 3 hrs per day over 5 working days (Mon-Fri). Children will be assigned to either a morning session or an afternoon session, which they will normally be expected to stay with for the remainder of each term before any changes can be considered. There are 26 places available in each session.

**Section 3: Free Full-Time Provision for 3 and 4 Year Old Children:**

St. Michael's can offer up to 26 full time places for children of working families:

**Parents will be eligible to claim 30 hours of free Nursery education for their 3/4 year old child if they meet the following criteria:**

- Both parents are working (or the sole parent is working in a lone parent family) and each parent earns a weekly minimum equivalent to 16 hours at national living wage, and less than £100,000 per year. Working will include employed and self-employed people. Parents do not necessarily have to actually work 16 hours a week, but their earnings must be equivalent to at least 16 hours of work at the national living wage. This includes parents on zero contract hours who meet the criteria
- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave.
- Both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay.
- One parent is employed and the other parent has substantial caring responsibilities based on specific benefits received for caring
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

Please note that in the event of there being available space in the part time Nursery classroom due to spaces not being filled we reserve the right to offer these spaces as "full time" to children of working parents. Any child being offered a place under such circumstances will keep it until they are old enough to transfer to our reception class (the September following their 4<sup>th</sup> birthday).

#### **Applications for a Nursery place:**

Parents wishing to apply for a place for their child in either our 2-year old class or main nursery must apply through the main school office, which can advise on eligibility for the free entitlement and provide further information about the school.

The maximum number of places that we can offer each year in each class is as follows:

- **2 year olds:** 24 places (12 in each session)
- **3 and 4 year olds (Part time):** 52 (26 in each session)
- **3 and 4 year olds (Full time):** 26

#### **Nursery Oversubscription Criteria:**

In the event of the Nursery being oversubscribed we will offer a place using the following criteria:

1. **'Cared for Children' and Children who were 'Previously Cared for'.**

A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). This includes children who appear to (in the view of the admission authority) have been in state care outside of England and ceased to be in state care as a result of being adopted.

- 2. In the case of 2 year olds:** Entitlement to a *free* place under the criteria listed above.
- 3.** Children who have already attended our 2 year old provision and who are still on the school's roll at the time of an application being made for a place in our 3/4 year old nursery.
- 4. Siblings** – The child has a sibling at the school who will still be attending St. Michael's once the child has started.

Siblings are considered to be those children who live at the same address and either:

- Have one or both natural parents in common  
OR
- Are related by a parent's marriage or related by parents living as partners at this address  
OR
- Are adopted or fostered by a common parent  
OR
- Children not adopted, fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include cousins within our definition of siblings.

- 5. Children resident within the designated catchment area of St Michael's Community Academy.** Children will be classed within this criterion if they and their parents/carers are resident within the area served by St Michael's Community Academy. If a child lives with **parents with shared responsibilities**, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.
- 6. Pupils living nearest to the school** measured using an Ordnance Survey Address-point system which measures straight line distances in miles from the address point of St Michael's Community Academy to the address point of the place of residence. **Where distance is equal for two or more applications, a tiebreaker will be applied whereby places will be determined by random allocation.**

**Appeals:**

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by completing an Appeal form available from the school and returning this to St Michaels Community Academy. This will then be heard by an independent appeals panel.

**Waiting List:**

Following an application for a place in the Nursery all places offered will be in line with the above order of priority. The Academy will maintain a Waiting List and applications will be ranked according to our over-subscription criteria.