

Last Reviewed: February 2024  
Next review: February 2025



## St Laurence's Primary School Little Treasures' Nursery Admissions Policy

From the term following their third birthday, all three and four year olds are eligible for the same 570 hours of free early provision per year regardless of their circumstances. The following table shows when their eligibility will begin.

If your child was born between...	He/she is eligible for Early Education from...
1 April and 31 August	Autumn term – after child's 3rd birthday
1 September and 31 December	Spring term – after child's 3rd birthday
1 January and 31 March	Summer term – after child's 3rd birthday

Working families are eligible for an additional 570 hours (1140 hours in total) of free provision each year. To qualify, a parent and their partner (or one parent in a lone parent family) must each expect to earn (on average) the equivalent of working 16 hours a week at the national minimum wage and be earning no more than £100,000. To see if you are eligible for the additional hours and, for full details of all of the financial support available to help with childcare costs, visit <https://www.childcarechoices.gov.uk/>

### How do I go about applying for a place for my child?

Firstly we recommend that you visit our setting; **Little Treasures Nursery**, before you put your child's name down to attend. This will give you a chance to discuss arrangements for new children and find out more about what is provided. It is the responsibility of the parent to find an Early Education provider for their child.

You will need to register your child for a place at **Little Treasures Nursery**. It is recommended that you do this as soon as possible after your child's second birthday. We shall then contact those parents who have requested a place (subject to availability), during the term before the child is due to start.

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## How are places allocated?

Little Treasure's Nursery will have a list of children whose parents have expressed a wish to attend the nursery. This decision should be taken using the following priorities.

**Children with a Statement of Special Educational Needs or EHCP** which names our school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

### Priority 1:

Looked after children and former looked after children (who are then adopted) as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

### Priority 2:

Children already attending nursery who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

### Priority 3:

Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

### Priority 4:

Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.

### Priority 5:

Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority will be given to the children living closest to the nursery (distance from home to school measured as a straight line on a computerised mapping system).

### Priority 6:

Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

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### Priority 7:

If the school governors have decided to offer extra fee paying hours to children attending for their 15 free hours, this offer can only be made once all parental requests for free places have been dealt with and should not be given in situations that will prohibit a child from getting their free entitlement. The charges for these extra hours should be set at a reasonable market rate and not be seen to undercut any other provision in the area.

There is no transport assistance to any nursery setting whether they are maintained by the Local Authority or privately.

#### Please remember:

- Attendance at a particular nursery/ nursery class or foundation class gives no guarantee that the child will gain a place at the school where the nursery/ nursery class/foundation class is located.
- Parents/carers must apply separately for their child to go to any primary or infant school via their council. Entering your child's details on a school's list at an early age is not a formal application for a school place (see [pp9 - 33](#) for more details).
- The child's usual home address determines whether they are in a particular school's designated catchment area.
- It is the parent's/carer's duty to ensure that they have obtained all the necessary information and the correct form on which to apply for a primary or infant school place.