

HOLY TRINITY CATHOLIC ACADEMY

NURSERY ADMISSIONS and TRANSITION POLICY

Holy Trinity Catholic Academy is part of the Our Lady of Lourdes Catholic Multi Academy Trust; under the Trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocesan family of schools. It is founded by and is part of the Catholic Church and seeks at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of this school to apply for and to be considered for a place. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The academy is principally provided to serve the Catholic communities of the named parishes. The Governors, however, welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

The Foundation Stage 1 Class accommodates 26 full time equivalent places and is staffed by a Qualified Teacher and qualified Teaching Assistants as follows:

Morning Sessions run from 8:35am until 11:35am

Afternoon Sessions run from 12:15pm until 3:15pm

We also offer charged **Wrap Around Care** as follows:

Breakfast Club 7:30am – 8:35am

After School Club: 3:15 – 5:45pm

Information about our wrap around care is available at the School Office.

Children are admitted to Foundation 1 following their third birthday.

1. The Nursery Application Procedure

Applications must be made on the School Foundation Stage 1 Application Form. This form must be completed and returned to the school office along with the following (for Catholic children).

- A copy of the child's baptism certificate
- If the child has been received into the Catholic church, written verification, signed by a Catholic priest and stamped with the parish stamp.
- If the child is participating in a course of preparation leading to baptism or reception into the Catholic church, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

If the required documents are not provided, the child might be ranked in a lower admissions category.

2. Oversubscription Criteria

Where the Nursery has more applications than places available, the school local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly. These are the same Oversubscription Criteria as for the Main School.

In accordance with legislation, pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

2.1 Oversubscription Criteria overview

After any such applications, the following oversubscription criteria will apply.

1. Catholic looked after or previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (See Notes 1 and 2).
2. Catholic (see Note 2) children living in the parish(es) served by the school
3. Catholic (see Note 2) children living outside the parish(es) served by the school
4. Other looked after or previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note 1).
5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children not within categories 1-7. First priority within the individual criteria will be given to applications for children who will have siblings (see Note 8) attending the school in years R - 6 at the proposed time of admission.

2.2 Distance Measurement

Within each criterion applications will be ranked on distance with priority given to children who live nearest to the academy using the same method of measurement as used by the Local Authority within which the academy is located (see below) for the main school applications.

Nottinghamshire: Distance will be measured in a straight line from the main administrative point at the school campus to an address point (using eastings and northings defined by Ordnance Survey) to the child's home using Nottinghamshire Local Authority's computerised distance measuring software.

3. Applications

To ensure that full funding is received from the government and that spaces are not left unfilled for period of time, places cannot be held or reserved and they must be offered to other children.

Parents are therefore encouraged to ensure that their application is received on time.

All applications are allocated in accordance with this policy. The responsibility for the management of the waiting list and allocations lies with the Office Manager.

4. 1 Place Allocation

Before your child is due to begin Nursery, contact will be made with parents by the Office Manager to make an offer based on places that we have available.

4.1 15 hours funded places

Places are usually offered for 15 hours in the mornings or 15 hours in the afternoons.

However, in line with the EYFS Statutory Guidance 'children are able to take up their full entitlement to a free place at times that best support their learning and development, and at times which fit with the needs of parents to enable them to work or increase their hours of work if they wish to do so.'

As we are a School Nursery, we find that it is beneficial for the children to attend either mornings or afternoons every day as this develops good routines and habits for their transition to the main school; and enables all children to benefit from a broad and balanced Early Years curriculum.

However, we appreciate that each family has differing needs and if we are able to accommodate 15 hours being taken in a different arrangements to the daily allocation, and it is felt that this arrangement would best meet the needs of the child, this will be considered.

In line with the EYFS Statutory Guidance, parents should understand that 'entitlement to a free place does not offer a guarantee of a place at any one provider or a particular pattern of provision.'

If parents would like to make requests which differ from our usual offer, they should discuss this with the Office Manager.

4.2 30 hour funded places

Our full time places will be offered to those children whose families are eligible. In order to establish your eligibility please visit www.childcarechoices.gov.uk which will generate you with a code for your child if you are entitled.

Once you have received your code, please present this to our School Office Manager together with your National Insurance number. Following that, the school will be able to verify the code and we can then inform you of your child's full time start date.

If you are not eligible, but still would like your child to access the full time offer, there will be a charge for this. Further details are available in the School Office.

4.3 Lunchtime

Holy Trinity offer a free lunchtime club for the children who stay all day. This is only available for children who stay all day. Children who take their 15 hours during the morning or afternoon sessions are not eligible to attend the lunch club in addition to their 15 hours.

Children attending all day are asked to bring a packed lunch and are supervised by a qualified teaching assistant and our midday staff. Alternatively, children may also have a hot school meal which needs ordering and paying for in advance. Further details are available from the school office.

Nursery child have their lunch early before the main school children in the school hall, after which they will be supervised in the Early Years Foundation Stage's outdoor area until the afternoon session begins.

5. Home Visits and Stay and Play Sessions

At Holy Trinity, we place great importance on a strong and positive partnership with parents and respect their role as their child's first educators. In order to ensure that every child has a smooth transition, our EY teachers offer a Home Visit to help them get to know the children before they begin. During this visit, the teachers will discuss with parents any particular or special educational needs that the children may have and will discuss any adaptations that might be able to be made to support their smooth transition. Parents can also share any special interests that their child has or any concerns that they have about their child starting nursery so that staff can begin to make plans to ensure that they experience the best transition.

Following that, a Stay and Play session is offered prior to the child's first day at Nursery.

6. Transition arrangements

As soon as the Home Visits and Stay and Play sessions have taken place and parents are happy to progress, a start date can be arranged.

At Holy Trinity we place great value on a smooth transition into school. We recognise that, particularly if children have not attended any prior day care facility, starting school can be daunting or unsettling and we want to make sure that the children are happy so that they will thrive, enjoy Nursery, and make the most of all of the exciting opportunities provided. We also recognise that as a school setting, provision and timetabling is very different to day care providers. For instance, we do not offer sleep provision during the school day and for some children, to attend a full day without a strong transition can be very tiring and overwhelming. Therefore, if parents would prefer to stagger their child's transition, and

build up their entitlement more gradually, this can be accommodated in discussion with school staff.

6.1 30 Hour funded children's transition

Many parents prefer their children to begin on 15 hours initially before moving straight to their 30 hour entitlement to ensure that their child is settled, even if only for a short period of time; and then increase to the full 30 hours. This is something that we encourage based on our experience of a strong transition; however we recognise that this arrangement may not suit all parents. Communication is therefore paramount between home and school so that each child's and family's needs can be discussed and supported.

6.2 A more gradual response and supporting the needs of children with Special Educational Needs (SEND)

We recognise the uniqueness of every child and that for various reasons, some children may benefit from a more gradual transition into Nursery. If it is felt that this would be beneficial for the child, and in line with the EYFS Statutory Guidance 'children are able to take up their full entitlement to a free place at times that *best support their learning and development*', a more gradual approach can be discussed and arranged in partnership with school and parents.

This may also be discussed with parents by FI staff and where needed, alongside the school SENCO (Special Educational Needs Co-ordinator), once children have started, if for whatever reason they are struggling to settle and are finding attending school for a full session, or all morning or afternoon too tiring or overwhelming. Parents are encouraged to discuss any particular needs that they feel that their child may have as part of the home visit so that a positive and strong transition can be made.

Where a longer transition may be required, the school SENCO will liaise with parents and Foundation I staff. If special provision or adaptations are required which is additional to or different from other children in the setting, an individual pupil passport may be created to help ensure that individual needs are met.

Any children who have a reduced timetable as part of their transition into Nursery will be reviewed on a 4 weekly basis in liaison with the SENCO; and where appropriate, a plan for their transition to increased hours will be created.

Not all children who require a more gradual transition will necessarily require an individual Pupil Passport or be placed on the school's Special Education Needs register. Furthermore, not all children with Special Educational Needs will require a gradual transition into Nursery. Every child's individual needs will be carefully assessed in order for their transition to be right for them.

Please refer to our SEND (Special Educational Need and Disabilities) page on the school website for further information.

7. Intimate Care

Although preferable, children do not need to be toilet trained before they start Nursery. We understand that children are at different stages of development and we offer support with this should they not be quite at that stage yet. It is important that parents share any intimate care needs with staff at the Home Visit so that a plan can be made to support the child's care needs in partnership. Our Intimate Care policy gives further details about this.

8. Changing children's weekly Nursery sessions

Once an offer has been made and accepted, changes to sessions attended are not able to be made; unless there are exceptional circumstances and Nursery can accommodate special requests. Should parents wish to change their child's sessions they must make their requests directly to the school's Office Manager at least a half term in advance. Any requests will be considered, but guarantees cannot be made that the Nursery will be able to accommodate this. Parents will be advised of the outcome as soon as possible prior to the start of the next half term.

9. Communication with Nursery staff

All parents are invited to join Class Dojo which is the main tool via which school staff communicate with parents and any important messages are posted. Parents also have the facility to message Nursery teachers directly. Nursery staff are not able to answer messages or make posts during the school day because this is their teaching time. Any important messages will be responded to either at the end or beginning of the school day in a timely manner in line with the Trust's Communications Policy timeframe – the policy can be found on the school website.

Parents may also wish to pass brief messages to staff on the school gate at drop off or collection times. Where parents require lengthier communication with the FI staff it is advisable to contact the school office to request a phone call or appointment, so that the children have smooth start to the school day; or a safe dismissal at the end of the session.

Please refer to the School's 'Use of Class Dojo' protocol which can be found in the Nursery Induction pack.

10. Attendance

Whilst Nursery children are not of Statutory School Age, good school attendance is anticipated from our Nursery children. This helps create good routines and habits and supports a strong transition to the main school. As a school we have a duty of care to safeguard all of our children; and it is important that we know where the children are if they are not able to attend Nursery for any reason. Parents are therefore requested to call the school office before 9am on the day of any absence to advise of their expected return date. School Office staff will follow up any absences where contact has not been made with the school, irrespective of the children not yet being statutory school age. In the event of not being able to make contact with parents, a home visit may be made.

We are unable to hold or reserve a Nursery place indefinitely. If circumstances have changed and if parents no longer need their child's Nursery place, they are requested to advise the school office of this in writing.

11. Applications for the Main School (Foundation Stage 2/Reception class)

Parents of children attending our Foundation Stage 1 Class, are still required to apply for a school place for their child if they wish them to attend Holy Trinity for their Primary education (5-11 years of age). It is not an automatic transfer. Attending the Foundation 1 Class does not guarantee a place in the main school and does not give any priority within the oversubscription criteria. In addition, for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

12. Monitoring and Evaluation

This policy will be reviewed annually by the Local Governing Body or more regularly as required.