

Sir John Offley CE (VC) Primary School
Nursery Admissions Policy and Guidance



'With God all things are possible'

This policy is reviewed annually

Headteacher:  Mrs L Brown

Chair of Governors:  Mr O Warman

Review Date: Summer Term 2026

Next Review Due: Summer Term 2027

Following consultation with the School's Governing Body, it was agreed that Sir John Offley CE (VC) Primary School will be responsible for the Nursery Admissions process from January 2018 onwards.

Number of Places

There are 24 Nursery places available.

Session Days and Times

The Nursery is open from 9am to 3pm, Monday to Friday, during school term-time. Dependent upon personal circumstances, parents are eligible for either 15 or 30 hours of free nursery care. Please visit: <https://www.childcarechoices.gov.uk/> to check your eligibility. For parents eligible for 15 hours of funding but who require additional childcare, we offer a wraparound provision at an additional charge. Further information can be found in the Finance and Funding section below.

Intakes and Eligibility

There will be 3 intakes throughout the school year, providing there are places available. Children will be eligible to join the Nursery class the term after their third birthday. If over-subscribed, priority will be given to four-year-old children, please see the admissions criteria below for further details. Intakes are as follows:

If children become 3 years of age between:

1st September 2026 to 31st December 2026

1st January 2027 to 31st March 2027

1st April 2027 to 31st August 2027

Start date will be:

4th January 2027

13th April 2027

6th September 2027

Applications Process

Application forms are available on the school website or from the school office. Application forms can be completed on-line and emailed to: office@sirjohnoffley.staffs.sch.uk. Please return hand-written application forms to the school office.

Application Deadlines

Start Date	Application Deadline	Offer Confirmation by
4 th January 2027	11 th September 2026	28 th September 2026
13 th April 2027	11 th January 2027	29 th January 2027
6 th September 2027	1 st March 2027	19 th March 2027

Admissions Policy

It is our policy to try and meet parents' needs where possible, however in some cases there may be more applications for our Nursery class than there are places. Admission is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to our Nursery class exceeds the number of available places, then the following order of priority will be used to allocate the available places.

- 1) Children who already have a place in the Sir John Offley Nursery (Little Lambs) will continue their Nursery education in September 2026, irrespective of the admission criteria below.
- 2) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 3) Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. *(For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)*
- 4) Other children arranged in order of distance according to how near their home address is to the main gate of our school.
- 5) Offers will be made on a first come, first served basis determined by the date that the application form was received by the school.

Additional Notes

Admission to Sir John Offley Nursery does not guarantee admission to the school's Reception class. Parents must make a separate application for admission to Reception via the Local Authority, in accordance with the statutory deadlines. Further information about Reception class admissions and deadlines can be found at:

<https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>

Where all places in Sir John Offley Nursery have been filled, applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received.

Inclusion on the school's waiting list does not guarantee that a place will eventually become available. A child's position on the waiting list is not fixed and may change dependent on

further applications being received, which will be ranked according to the oversubscription criteria.

Nursery education is a non-statutory provision therefore there is no statutory right of appeal against the admission authority's decision.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. This will reduce the number of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supporting information required in order for the application to be assessed against the published admissions criteria, we will not seek to obtain this information on behalf of the applicant.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

School Policies and Procedures

All policies and procedures of Sir John Offley CE (VC) Primary school are strictly adhered to during Nursery sessions.

Governors expect parents of Nursery children to adhere to the School's Attendance Policy, where the expectation is that a pupil attends all the hours that they have been allocated.

Finance and Funding Eligibility

All 3 and 4 year old children are eligible for 15 hours free childcare. Some pupils may be eligible for 30 hours free childcare (Monday to Friday - 9am to 3pm). Eligibility can be checked at: www.childcarechoices.gov.uk

Those pupils who are eligible for 15 hours free childcare have the option of paying for a wraparound provision, meaning that their child can be in school from 9am to 3pm. The cost of the wraparound provision is £12.50 per session. Your child is welcome to order a lunch from the school kitchen or bring a packed lunch from home if preferred. The cost of school meal as at September 2026 is £2.75.

All funding and fees are used to cover all associated costs of the sessions. This includes staffing, equipment and day-to-day running costs.

It may be necessary to change the wraparound provision fees from time to time however parents/carers will be given sufficient advance warning.

The Nursery (and Wraparound) provision is a governor run arrangement and is self-financing. The provision may be with withdrawn if it is found not to be financially viable.

Wraparound Provision: Pricing, Bookings, Amendments and Payment Arrangements

- Should a parent/carer require their child to attend the wraparound provision, the school must be informed upon receipt of the offer of the Nursery place. Confirmation of the specific days required will also be needed at the same time.
- The charge of £12.50 per session needs to be paid **in advance**.
- All payments need to be paid via ParentPay, our online payment and booking system.
- Payments can also be made via Employer Childcare Vouchers or the Gov.uk Tax-Free Childcare scheme. Should you wish to pay via this method please contact the Bursar. Unfortunately, no refunds can be given if payments are made by these methods.
- We ask that parents ensure payment is made in advance and that there is always credit in their Wraparound account on ParentPay. Should the account go into arrears, then the School Debt Policy will be enforced, this could result in the Wraparound provision being withdrawn.
- There will be no refund of sessions if your child is absent as staffing/running costs need to be covered.
- Unfortunately, no ad-hoc changes can be made to the days that you have booked for your child. However, if there are exceptional circumstances and if there is availability in an alternative session then an exception may be considered. Please contact the Headteacher or Bursar to make a request.
- If you would like to swap your sessions on a permanent basis then this may be possible at the start of each half-term. Please contact the Headteacher or Bursar at least three weeks before the end of the previous half-term if you would like to request a change to your child's sessions.

Sir John Offley CE (VC) Primary school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.