



Lead Member of Staff: Vicki Chiverton

Status & Review cycle: Statutory Annual

Next Review date: September 2027



St Jude's Church of England Schools Federation

LADYBIRDS (2-year-olds) NURSERY ADMISSIONS POLICY For entry between September 2026 and August 2027

This school is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

St Jude's provides a distinctively Christian yet inclusive environment in which each child is motivated to acquire skills for a happy life and a love of learning, and to foster a sense of responsibility for oneself and others. We warmly welcome children of all faith backgrounds or of none and simply ask all parents applying for a place here to respect our ethos and its importance to the whole school community. We aim to work with parents and carers to meet the needs of each child so that all the children will have a happy start to their school life.

It is our aim to make St Jude's C of E Infant School accessible to children from all sections of our local community. In order to do this we will:

- Ensure Englefield Green and the surrounding area is aware of our Nursery provision through clear advertising and an online presence.
- Ensure that families from all sections of our diverse community feel welcomed. This includes ensuring all information about the Nursery is presented in a clearly understood manner.
- Endeavour to ensure that no discrimination occurs during the admissions process.
- Ensure that our Equalities policy is available on the website.

Conditions:

1. Children will be able to attend our Ladybirds Nursery from their second birthday. A separate application form must be completed for children wishing to be considered for Butterflies Nursery and those applications will be subject to the Butterflies Nursery admissions criteria. Children usually move to Butterflies Nursery the September of the academic year they turn 4, but possibly earlier, subject to Butterflies Nursery admissions policy. In this case, the child will be in Butterflies Nursery for more than 3 terms. For the avoidance of doubt, please note that progression to Butterflies Nursery is not automatic.
2. If eligible for Early Learning for 2 year-olds funding (formerly known as FEET) children will receive funding for up to 15 hours a week during term time; however parents/carers can pay for additional sessions. Please note Early Learning funding is available from the **term after** the child's second birthday, not from the date of their birthday.
3. The fees for **2 year-old** children not eligible for Early Learning for 2 year-olds funding (formerly known as FEET) are **£7.50** per hour (as detailed in our Charging and Remissions policy).
4. All children will be eligible for 15 hours free 3-year-old funding (across 38 weeks) the term after their 3rd birthday (known as Universal 15 hours). Three-year-old children attending for more than the Universal 15 hours and not eligible for the additional 15 funded hours (known as 15+ hours) and those claiming their free funding elsewhere will be charged at the **3-year-old rate of £6.50** per hour.
5. The fees will be reviewed annually by the Governing Body and are published in the Charging and Remissions policy.

6. Fees must be paid half termly in advance. We reserve the right to remove the place where payments are overdue.
7. Refunds will not be given for missed sessions.
8. Children must attend for a minimum of two, three-hour sessions.
9. One calendar month's notice is required for a reduction of sessions and for leavers.
10. In all cases admission will be subject to an application being made and places being available.
11. The final decision with regard to admissions and the allocation of sessions rests with the school.
12. Where the nursery is oversubscribed, a waiting list will be maintained in criteria order.
13. There is no deadline for application to Ladybirds Nursery and applications will be considered on receipt. Places will not generally be offered more than one school term in advance.
14. Once an offer has been made, the application will be removed from the waiting list. You must contact the school directly if you wish to be placed back on the waiting list for your preferred sessions (regardless of whether or not you have accepted the offer). Your request will then be considered in line with the admissions criteria.
15. When an offer for a non-funded place is accepted, a deposit of £100 is payable to secure the place. The deposit will be set off against the first bill. Failure to take up the offered place will result in the deposit being retained by the school.

When there are more applications than places available, the following criteria will apply in establishing priority:

1. Looked After Children and previously Looked After Children (see note a).
2. Exceptional circumstances – children with a substantive documented medical or social need (see note b)
3. Children who are entitled to Early Learning funding.
 - a) Early Learning funded children who will have a sibling attending nursery or the main school at the time of admission.
 - b) Other Early Learning funded children.
4. Non-funded two-year-olds and funded three-year-old children who have or have had a sibling attending the nursery or St Jude's C of E Infant or Junior Schools.
5. Children already attending Ladybirds, who have expressed a request in writing for additional sessions or changes to sessions.
6. Other non-funded two-year-olds and funded three-year-old children.

Where any category is oversubscribed, applicants will be ranked according to straight line distance that they live from school with priority being given to children who live closest to the school.

Please note:

All children attending Ladybirds Nursery at the time of an application to Butterflies Nursery will be subject to the Butterflies Nursery admission policy. Any priority given by virtue of a child having attended Ladybirds Nursery is conditional on the child remaining in Ladybirds Nursery until the end of the term prior to admission to Butterflies Nursery. Please see the Butterflies Nursery admissions policy for details.

For the avoidance of doubt please note, attendance at either nursery does not give any priority to subsequent school admission. See the school admission policy for the priority criteria.

NOTES

a) Looked After Children and previously Looked After Children – those who are in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989; or any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

b) Exceptional circumstances - if at the time of application, a child has a serious medical condition or there are sensitive family circumstances which make it essential that the child attends Ladybirds Nursery (St Jude's CofE Infant School), substantive medical evidence from a Consultant Doctor (a General Practitioner's note would not suffice) or from the appropriate support services e.g. Social Services, must be submitted at the time of application, explaining why attendance at this school is essential. Governors will assess such evidence and make their decision on each individual case. Please note that all schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.