



Lead Member of Staff: Vicki Chiverton

Status & Review cycle: Statutory Annual

Next Review date: September 2027



St Jude's Church of England Schools Federation

BUTTERFLIES (3-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.

A child will be eligible for admission to a nursery class in a school or nursery in the term after they turn 3 years old. All children are eligible for 15 hours a week across 38 weeks (this is known as Universal 15 hours and is free of charge to all 3 and 4 years olds). If a parent/carers uses their 15 Universal hours at another setting then the hours taken at St Jude's Infant will be charged as per the charging and remissions policy. Children whose parents meet certain criteria are also entitled to an additional 570 hours a year. We are able to offer this as an additional 15 hours a week across 38 weeks within Butterflies nursery (this is known as 15+ hours). Parents without the entitlement may pay for access to the additional 15 hours. See option C below.

Admission is subject to an application being made and places being available. The local authority has delegated the admissions of nursery children to the school. Parents wishing to apply for a place must complete the application form and submit it directly to the school in accordance with the dates set out in this policy. In line with the main school, we have a main intake in September of each year.

In order to be considered in the initial allocation of nursery places for September 2026, the application form should be returned to the school by the 31st March 2026.

For entry in September 2026, children must turn 4 years old between 1st September 2026 and 31st August 2027. Children who turn 3 between 1st September 2026 and 31st March 2027 may apply for a mid-year place the term after their 3rd birthday.

In order to offer flexibility to our families, we offer three different models, subject to availability. The models we offer are:-

A. 2 ½ days at the start of the week - Mon & Tues 8.45am-3.00pm and Wed 8.45-11.45am.

B. 2 ½ days at the end of the week - Wed 12.00-3.00pm and Thurs & Fri 8.45-am-3.00pm.

C. 5 days a week – 8.45am-3.00pm.

Options A and B are Universal 15-hour options. Option C is made up of options A and B as follows: the Universal 15 hours is taken to be option B and the 15+ hours or 15 paid for hours (where the eligibility criteria for the funded 15+ hours is not met) is taken to be option A (unless stated otherwise in the original offer letter). If a child ceases to be eligible for the 15+ hours during the year, the 15+ hours must either be paid for or immediately relinquished (there is a grace period before the entitlement is lost which is set by the government and which we will adhere to). Where the parent/carer chooses to pay, the current chargeable rate is for **3 year-olds is £6.50 per hour**. Fees must be paid half-termly in advance and refunds will not be given for missed sessions. We reserve the right to remove the place where payments are overdue.

One calendar month's notice is required if a paid space is no longer required. Within Butterflies nursery, C is the only option that offers the 15+ hours. For the avoidance of doubt, Butterflies nursery does not offer an option to split the 15 + hours with another provider.

However, for anyone using Butterflies for the Universal 15 hours only:

In all cases admission is subject to an application being made and places being available.

When there are more applications than places available for any of the models above, the following criteria will apply in establishing priority:

1 Children who turn 4 between 1st September 2026 and 31st August 2027

- a) Looked after Children and previously Looked after Children (see note a).
- b) Exceptional circumstances – children with a substantive documented medical or social need (see note b)
- c) Autumn born children admitted in the previous January.
- d) Spring born children admitted in the previous April.
- e) Early Learning for 2-year-olds funded children (formerly known as FEET) who have attended our **two to three-year-old provision**).
- f) Where a sibling will be attending St Jude's C of E Infant or Junior School when the applicant is due to start.
- g) Where a sibling formerly attended St Jude's C of E Infant or Junior School.
- h) Children living no more than 2km of the school (measured as detailed below).
- i) Children not eligible for Early Learning for 2-year-olds funding who have attended our **two to three-year-old provision**.
- j) 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.

Children who turn 3 between 1st September 2026 and 31st March 2027 eligible to start either in the spring or summer term, will always be considered as a 2nd priority to those children who turn 4 between 1st September 2026 and 31st August 2027. This is to ensure that children due to start Reception in September 2026 are prioritised. However, if there are no priority 1

applicants one calendar month before the start of term (1st December and 1st March) priority 2 applications will be offered subject to the criteria below:

2 Children who turn 3 between 1st September 2026 and 31st August 2027

- k) Looked after Children and previously Looked after Children (see note a).
- l) Exceptional circumstances – children with a substantive documented medical or social need (see note b)
- m) Autumn born children admitted in the previous January.
- n) Spring born children admitted in the previous April.
- o) Early Learning for 2-year-olds funded children who have attended our **two to three-year-old provision**.
- p) Where a sibling will be attending St Jude's C of E Infant or Junior School when the applicant is due to start.
- q) Where a sibling formerly attended St Jude's C of E Infant or Junior School.
- r) Children living no more than 2km of the school (measured as detailed below).
- s) Children not eligible for Early Learning for 2 year-olds funding who have attended our **two to three-year-old provision**.
- t) 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.

Where a mid-year vacancy arises, children already attending Butterflies (or having accepted an offer), who have expressed a request in writing for additions or changes to their sessions will be given priority above children who fall into criteria 1c or 2m and below on the waiting list.

Please note:

- Where first preference offers cannot be made, the second and subsequent preference will be offered (as determined by availability) in the above priority order before children ranked lower in priority are considered. Therefore, offers will be subject to a strict acceptance time frame and offers for lower priority places will be made over a period of time. If an offer is not accepted within the time frame specified on the initial offer letter, the offer will be withdrawn.
- All late applications will be considered under the selection criteria above, after the closing date for acceptance of the initial offers.
- If an applicant is offered a place, acceptance must be confirmed directly with the school by the date stipulated in their offer letter.
- The final decision with regard to admission and the allocation of sessions rests with the school.
- Where the school is oversubscribed, it will maintain a waiting list in criteria order.
- 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.

- Admission to the nursery does not guarantee admission to the Reception class at the school.
- In all cases admission will be subject to an application being made and places being available. For September admissions the school will make the first offers at the beginning of April and endeavour to inform parents/carers of the outcome of their application by letter by the end of May.
- If a place is offered under the sibling criteria, and the sibling is due to start St Jude's C of E Infant School that same year, this offer will be conditional, upon the sibling being offered a school place by Surrey County Council Admissions.
- The number of places offered in each model is at the discretion of the school.
- Applications for Reception must be made on a separate application and be submitted by the statutory deadline of January 15th directly to Surrey County Council in order to be considered.
- For the avoidance of doubt, attendance at either Ladybirds or Butterflies Nurseries 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 Butterflies 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 eg. 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.