



Holy Trinity C of E Primary

Nursery Admissions Policy

- Date Reviewed: September 2025
- Next Review Date: September 2026
- Completed by: Eamon Corby
- Agreed by governors on:

Vision Statement

We believe that all people are precious and honoured in God's sight. From this comes a desire for all in our care and in our partnerships to experience life in all its fullness, as promised by Jesus. We embrace the spiritual, physical, intellectual, emotional, moral, and social development of our young people.

Bible Verse

"You are precious and honoured in God's sight", Isaiah 43 Verse 4

Principles

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any pupil with disabilities or individual needs a place at Holy Trinity Nursery School provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

All children will be considered fairly irrespective of gender, race or disability.

With the agreement of the Governing Body of Holy Trinity C of E Primary School the Nursery admission policy of the school is stated below.

As the Nursery does not have a defined catchment area, all parents are eligible to register their child's name for admission to Nursery. They will do this by requesting a form from the school office.

Children are entitled to 15 hours free education following their 3rd birthday. Some families are entitled to 30 hours free education – Please note that **we do not offer 30 hours provision**. Intake dates for Nursery will occur as close to your child's 3rd birthday as possible provided we still have spaces available. If there are no places available then your child will have to wait until a child/children leave and a place/places become available

Holy Trinity Nursery has 2 Nursery classes each with 39 places. Children will either attend a morning or an afternoon session of 3 hours 5 days a week. We do not offer flexible hours or times.

AM nursery times: **8.30 – 11.30**

PM nursery times: **12.25 – 3.30**

Parents will be given the choice of the session they prefer and in the case that there are more requests from parents than the number of places available then the following criteria will apply.

Criteria for admission

Children will be admitted following their third birthday. Places are allocated according to:

- Looked After Children
- Children who have siblings attending the school.
- The age of the child, from the oldest age band first.

A waiting list will be created using the above criteria and, in the event that a nursery place becomes available, places will be offered on this basis.

In the event that a preferred nursery session becomes available BEFORE admission to nursery, places will be offered following the above criteria.

Emergency admissions will be considered where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Head teacher in consultation with the EYFS coordinator and the **chair of governors**. After admission there will be no opportunity to swap sessions unless in extreme circumstances, where requests will be considered by the Head teacher and Early Years Coordinator.

Following the offer of a Nursery place, Early Years staff will arrange a meeting with you and your child. This may be in the form of a home visit, a visit in our nursery setting or a telephone call. Prior to the meeting you will be required to complete paperwork. You will also be asked to show you and your child's passport/ID card, your child's birth certificate and resident permit cards if applicable. Where an ID card or passport is not available you will be required to show a home office letter in relation to this. If these documents are not available your child may not be offered a nursery place.

Attendance

In order for a child to feel confident and happy in their learning environment, good attendance is essential and, as such, attendance will be monitored regularly. Where a child's attendance falls below 90% a referral will be made to our Family Support worker. Poor attendance and/or extended periods of non-attendance may result in your child losing their place in nursery and being off rolled. Along with this we stress the importance of good punctuality and as such expect children to be dropped off and collected on time.