



*"We aim high in our hearts and minds as we blossom in God's garden."*

## ***Nursery Admissions Policy***

*Autumn 2025*

Shocklach Oviatt C. E. Primary School operates a Foundation Unit which is a single class catering for Nursery and Reception children. It is staffed by a minimum of a qualified teacher and a level 3 early years teaching assistant. The nursery is open 8:50am-3:20pm, Monday to Friday, 38 weeks per year.

This policy covers admissions to Nursery. Cheshire West and Chester LA process reception applications.

### **Admission procedure**

Admissions are handled by Shocklach Oviatt CE Primary School. Application forms can be obtained from the school office Tel: 01829 250285 Email:

[admin@shocklachoviatt.cheshire.sch.uk](mailto:admin@shocklachoviatt.cheshire.sch.uk).

Offers of a place will be made from the Headteacher.

Applications can be submitted at any time. Nursery places for the following September will be offered in December in accordance with the below criteria. In the event of remaining places, places will be offered on a first come, first served basis – applications received first will be considered first.

Admission will be prioritised in the following order:

- Children in need, as defined by the Children Act 1989. These children will either be referred to the School through Social Services or through a Health Authority.
- Children for whom there are particular medical, social or special educational need reasons which, in the view of Cheshire West and Chester Borough Council, justifies admission to nursery education at the school.
- Children whose exceptional personal/domestic circumstances justify admission to nursery education at the school. Applications for admission in these circumstances are made to the school by a parent/carer and are determined in the first instance by the Headteacher.
- Children with a sibling in Shocklach CE Primary School at the start of the academic year in which the nursery age child is to start.
- Children who will start school the following September.

- Children living closest to the school – measured by an Ordnance Survey address point system, straight line distance – will be given priority.

Please note that length of time on a waiting list will not be taken into account.

N.B. Where available, Nursery children may do morning or afternoon sessions only and can opt to stay for lunch and be collected at 1 p.m.

### **Pre- nursery children**

Places for children who are in their pre-nursery year may be offered where there are spaces. This is at the discretion of the Headteacher.

We are registered for children to be admitted into our nursery class in the term following their 3<sup>rd</sup> birthday or at any time beyond that. The child's free 15 hours can be used to fund this.

It is possible that nursery places can be paid for in the term in which the child turns 3, following the child's birthday.

### **Late Applications**

Where places are remaining, late applications will be possible up to the specified admission limit.

### **Offers of Places**

Families should confirm acceptance of the place as soon as possible by letter or e-mail. If confirmation is not received within 2 weeks, then the place may be re-offered to the child at the top of the waiting list.

### **Extra sessions**

Parents/Carers may be able to take up extra sessions beyond the 15 hours free entitlement, depending on the availability of places up to the specified admission limit. These extra sessions will be charged.

### **Free entitlement to nursery provision**

Parents are able to access their child's free 15 hour or 30 hour entitlement to nursery provision at either an individual setting or a combination of two settings. All 3 and 4 year olds are entitled to 15 hours of early year's provision per week for 38 weeks of the year.

### **Flexible Entitlement**

Flexibility is defined as below:

- The 15 hour weekly entitlement must be provided in sessions of a minimum 2.5 hours in length and a maximum 10 hours in length
- Sessions must be taken in hourly or half hourly units.
- The 15-hour entitlement can be taken over a minimum of 3 days per week (equating to no more than 12.5 hours in 2 days)
- An entitlement cannot start before 8am or finish after 6pm
- The entitlement must be provided over a minimum of 38 weeks

In our Foundation Unit we offer flexible provision within the school day, which is agreed between us and the parents on a termly basis, taking into account the operational needs of the setting.

### **Complaints about Admissions**

We believe that complaints should be resolved as quickly as possible and will always talk to parents about how decisions were made so they can be resolved quickly.

If the complaint cannot be immediately resolved by the Headteacher you may take your complaint to the Local Authority or to the Local Government Ombudsman. The School will provide a copy of the Complaints Policy and details of how to contact the Local Authority or the Local Government Ombudsman on request. Details of the Local Government Ombudsman's services can also be found at [www.lgo.org.uk](http://www.lgo.org.uk)

### **Admission to Reception**

Children are admitted into reception in the September following their 4<sup>th</sup> birthday. Our annual published admission number is set at 12. Admissions into reception are handled centrally by the Local Authority and parents can apply on-line at:

[www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)

Please note that enrolment in Nursery does not give an automatic right for a child to move into reception at Shocklach Oviatt School. A separate application still needs to be made for Nursery children who wish to start school here.