

Our Lady and St Patrick's RC Primary and Nursery School



Nursery and Preschool Admissions Policy including Oversubscription and Charging Policy

July 2025

Policy Updated: 15/07/2025

Policy Review

July 2026

Date:

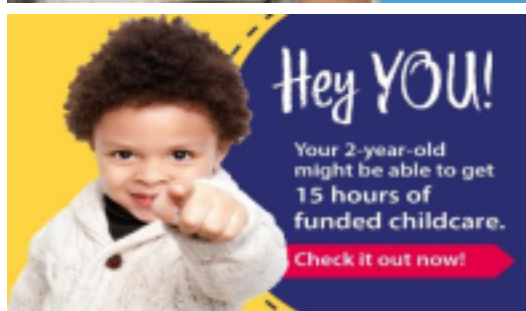
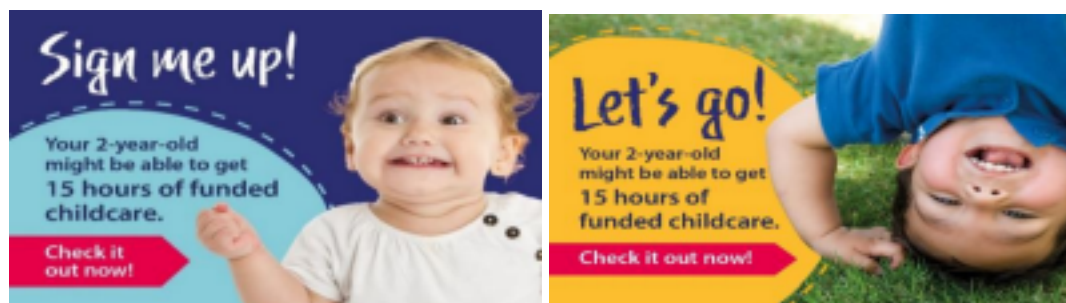
As a member of Plymouth CAST, the Trust is the admission authority and has responsibility for setting these admission arrangements. The decision-making process including the oversubscription criteria and nursery admissions policy is delegated to the school.

1. Early Years Funding for two-, three- and four-year-olds

- 1.1.** All three- and four-year-olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some children, whose parents are working, will be entitled to 1140 hours a year.
- 1.2.** Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our nursery & preschool is an approved provider and can admit two-year-olds from the start of the funding period

following their second birthday or at the start of the term in which they have their third birthday or takes three-year olds from their third birthday for two-year-old funding. This means if your child turns three during a term, two-year-old funding remains in place until the start of the following term, when they become eligible for three-year-old funding.

1.3. Please check whether you can get a funded place for your two-year-old, you should [check here](#).



Would you like:

- ☒ to give your child a head start?
- ☒ to be able to go back to work?
- ☒ to give your child high quality learning and care?
- ☒ to have some time for yourself?

Check out if your 2-year-old can get 15 hours of childcare per week at a preschool, childminder or nursery - and at no cost to you!

Visit: devon.cc/tyf
Call: 0345 155 1013



You can also check if your child can have a free meal if they go to a nursery in a school!

For further information and terms and conditions visit:

devon.cc/childcaretyf

From the Early Years and Childcare team



1.4. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded

time that can be taken in a day is 6.5 hours; parents cannot use more than two sites for funded early years places in one day.

2. Admissions to the nursery

2.1. Our Lady and St Patrick's School admits:

- Eligible two-year-olds funded from the start of the funding period following their second birthday.
- Eligible two-year-olds funded as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Eligible three-year olds that meet the criteria for two-year-old funding • Non-funded two-year-olds from the start of the funding period following their second birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

3. Points of Admission to nursery

3.1. Generally, children will start at nursery at the beginning of a term. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and eligibility for all three-years olds to receive the Early Years Funding is at the start of the funding period following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school. Our Lady and St Patrick's School admits children throughout the term.

3.2. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

4. Patterns of attendance available

5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a **core offer** for the **universal** 570-hour funding entitlement of:

- Morning sessions of 8:45am to 11.45 am, or 8:45am to 1pm and • Afternoon sessions of 1:00pm to 3.15pm
- All day sessions of 8:45am to 3.15pm, during term time only.

5.2. We do not offer all-year-round care.

5.3. If you choose a session which includes the lunchtime period that is 12.00 – 1.00pm. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose. We are not permitted to charge separately for this time if it is being taken as part of a funded session.

5. Extended Hours

5.1. We do not offer extended provision through the school, however a childminding service is available in the school hall from which contact details can be gained from the school office.

The table below sets out our session times. **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

	Session choices	Hours	Cost for non funded sessions
Morning Sessions	8.45am – 11:45am	3	£21 (2 year old)*see Section 7
	8.45am – 11:45am	3	£15 (3 & 4 year olds)
Morning Session + lunch	8.45am – 12:45am	4	£28 (2 year old)*see Section 7
	8.45am – 12:45am	4	£20 (3 & 4 year olds)
Afternoon session + lunch	11:45pm-3:15pm	3.5	£21 (2 year old)*see Section 7
	11:45pm-3:15pm	3.5	£17.50 (3 & 4 year olds)
Afternoon session + lunch	12:45pm-3:15pm	2.5	£17.50 (2 year old)*see Section 7
	12:45pm-3:15pm	2.5	£12.50 (3 & 4 year olds)
Full day session	8:45am-3:15pm	7.5	£52.50 (2 year old)*see Section 7
	8:45am-3:15pm	7.5	£37.50 (3 & 4 year olds)

5.2. Parents wishing to use their 15 funded hours during term times only with us need to choose sessions carefully so that they can access the full 15 hours.

6. Charging

6.1. There is no charge for applying for a place, for admission or for the provision of the

funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

6.2. Our non-funded hourly rate charges are charged at the same rate as funded hours.

*This includes two-year-olds that turn three during a term (known as rising threes) who will be charged at a two year old rate until the start of the term following their third birthday. Charges for non-funded sessions can be found in Section 5 of this policy.

6.3. If a child is collected later than the contracted time, more than three times in a term, there will be an additional charge of £10.00 plus the session fee.

6.4. The notice period to reduce booked sessions is four weeks and must be put in writing to the Nursery. If you leave during the school year we require four weeks notice in writing. These sessions will be charged regardless of attendance. If you wish to increase your sessions this can be done with immediate effect subject to availability.

6.5. All non-funded sessions **must be paid by the date given on the invoice. Invoices will be issued mid term.** You will receive an invoice via the school's **communication system**

6.6. Any funding shortfall at the end of the school year will be chargeable at the current Devon County Council funding rate. Due to how bank holidays and school non pupil days fall, some parents may find that they exceed the annual funding entitlement. (570 for 15 hours per week and 1140 for extended entitlement).

7. Childcare Vouchers and Tax-Free Childcare

7.1. Our school accepts childcare vouchers.

7.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#) this helps make childcare more affordable.

8. School Lunches

8.1.. All children attending sessions that cover the 12.00 – 1.00pm slot are expected to provide a healthy packed lunch for their child/ren, or purchase a school meal

9. Visiting

9.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit, you should contact the school to make an appointment. Please telephone the school office on 01626773905.

9.2. Most children will start at the nursery at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider.

9.3. To apply for a place here you must use our New Child Enquiry Form which is available on request.

9.4. Places are not allocated to a child automatically, even where:

- there is an older sibling attending the school.
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

9.5. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. The responsibility for making an application will be with you as the parent.

10. Information provided in an application

10.1. We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery, and this disadvantages another child.

10.3. You will be asked to provide date of birth evidence so we can check your child's age.

11. What happens next

11.1. If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria.

11.2. We will endeavour to give the hours requested on the New Child Enquiry Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.

11.3. We will contact successful parents six weeks prior to the requested start date and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider, or remain on our waiting list.

12. Published Nursery Admissions Number (PNAN)

12.1. This is the number of places we intend to make available for our normal nursery & preschool intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

12.2. We also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published.

12.3. If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

12.4. The table below sets out our Published Nursery Admissions Number (PNAN) for 2025/26. Numbers of children admitted is based on staff to child ratio.

Adult to child ratio 2 year olds minimum 1:5

Adult to child ration 3-4 year olds 1-8

Places for $\frac{3}{4}$ year olds will be prioritised if numbers are high.

The maximum number of 3 and 4-year-old children that will be admitted at any one time:	24 per morning session & 16 per afternoon session
The maximum number of 2-year-old children that will be admitted at any one time: OR	5 per session
The maximum number of 2,3 and 4-year-old children that will be admitted at any one time:	24 per morning session & 16 per afternoon session. If we have 5 x 2-year olds this will change to 21 per morning and 13 per afternoon.

12.5. All sessions will be allocated on a first come, first served basis. Where the number of applications exceeds the number of places available the school will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children with an exceptional medical or social need to attend this nursery. A child with an Education, Health and Care Plan naming the school will be admitted.
3. Staff with children of nursery or pre-school age.

13. Waiting lists

13.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the

child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

- 13.2.** If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

14. Increasing the hours attended

- 14.1.** If a place/session becomes available part way through a term the session will be offered to parents of children who are already attending the nursery & pre-school. If existing parents do not want the sessions at the times that are available, then they can be offered to families on the waiting list.

15. Admissions appeals

- 17.1.** If a nursery place is refused, parents can go through the school's complaints process to express their concerns. The local CAST board will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

16. Transport

- 16.1.** No transport is available for nursery children.

17. Claiming the Early Years Funding

- 17.1.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf.
- 17.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 17.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

18. Changes to attendance

- 18.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
- a) Requests by parents whose children attend the nursery, and they want to increase OR change the times their child attends
 - b) New applications from parents whose children do not yet attend the nurser
- 18.2.** It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

22. Induction and transition arrangements for starting nursery

22.1. Parents can request a pre-school tour prior to applying for a place which offers an opportunity to meet the team. Subject to availability we offer settling in sessions by agreement during the Summer Term for September starters.

23. Contacts and further information

Headteacher	Cathy Blatchford
Nursery Lead	Melissa Pearce
E-mail:	office@olsp.uk
Telephone:	01626773905
Website:	olsp.uk