NURSERY ADMISSIONS POLICY 2026/2027

School Vision

At St. Leonard's CE Primary School, we encourage every child to **'Dream Big – Be the best we can be!'** We nurture, inspire and support our children in a safe, caring and inclusive environment, helping them grow in confidence, kindness and faith. Through our Christian values, we empower every child to shine, achieve their full potential and make a positive difference in the world.

We at St. Leonard's school believe that we are part of God's family, following the example of Jesus Christ, and strive to put into action St. Paul's teaching on the fruit of the Spirit. "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" Galatians 5. 22-23

Our vision and Christian values underpin everything we do as a school: our aims and ethos, policies, procedures, the design of our curriculum, how we treat one another, the decisions that we make and the school's management and governance.

Admission to Nursery

Your child is eligible to start Nursery in the term after their third birthday. The table below shows when their eligibility will begin.

If the child was born between…	**They are eligible for a free part-time place in the term**
1 September and 31 December	Spring Term (January) – after child's 3rd birthday
1 January and 31 March	Summer Term (April) – after child's 3rd birthday
1 April and 31 August	Autumn Term (September) – after child's 3rd birthday

Admission is subject to an application being made and places being available. Nursery Enquiry Forms are available from the school office or can be downloaded from the school website. The form should be completed and submitted directly to the school. We will then write to you the term before your child is eligible for a place, enclosing an application form inviting you to express your preferences of the options available. This form must be returned by the appropriate deadline.

The Nursery is part of the school and as such operates during term times only.

Application Deadlines

Please refer to the table below for application deadlines.

Admission	**Application Deadline**
January 2027	31st October 2026
April 2027	28th February 2027
September 2027	31st May 2027

Late applications will be considered after the initial allocation of places has taken place.

Oversubscription Criteria

Oversubscription criteria will be applied in line with TrustEd Schools policy following the guidelines of Shropshire Council:

1.1. Oversubscription

- Where the number of applications for a place at St Leonard's Primary School exceeds the number of available places, the following oversubscription criteria apply.
- Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by St Leonard's School, will be offered places before other children.
- After that places will be offered up to the admission number in the following priority order:

Priority 1: Priority will be given to Looked after Children and children who were looked after but ceased to be so because they were adopted.

Looked after children and children who were previously looked after in England (being provided with accommodation by a local authority in England in the exercise of their social services functions) but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship1 order.
Children who appear to the Admissions Authority to have been in state care outside of England (accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society) and ceased to be in state care as a result of being adopted, subject to a child arrangements order, or special guardianship order.

Notes: A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.
Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Priority 2: Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers can provide written evidence from a medical professional that in the view of the Admissions Authority confirms that attending St Leonard's nursery is essential to the medical well-being of the child. The Admissions Authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

Priority 3: Children living inside the catchment area who will have an older sibling of compulsory school age at the school on the day they are due to start there.

Priority 4: Children of staff members who have been continuously employed at the St Leonard's CE Primary School, on a permanent contract, for at least two years at the time of application.

Priority 5: All other applicants living within the catchment area

Priority 6: After that, any places that are left will be offered to children who live outside the overall catchment area. If there are not enough places for all of them, we will look at the following two criteria:

a. Firstly, priority will be given to children outside the catchment area who will have an older sibling of compulsory school age at the school on the day they are due to start there.

b. After that, all other children who live outside the catchment area.

If, in any of the above categories, there are more applications than there are places available, priority will begiven on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance. (Please see tiebreaker below.)

Notes:

Catchment area maps can be viewed on the General Map viewer available from 'Maps' at the foot of the website www.shropshire.gov.uk or, in case of doubt, individual addresses can be checked by contacting the Admissions Team. Published admission numbers are listed in the Parents' Guide to Education booklet.

The definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother or half-sister living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted and foster siblings are also included. Older siblings must still be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in the home will not be given priority under the sibling criterion. In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is school nights during the week in term time) but where care is shared equally, the home address will be determined by which parent/carer receives the relevant Child Benefit.

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connectted with the admissions process.
There is no cost associated with the admissions process to TrustEd Schools Academies.

What we offer

We intake into nursery at three points during the academic year – the start of the Autumn, Spring

and Summer terms. We can take up to 26 children in each session. Places are allocated dependent on session availability.
The Nursery Day is as follows: Morning Session 8.30am - 11.30am, Lunch Session 11.30am - 12.30pm (charged at £5 per session), and Afternoon Session 12.30pm - 3.30pm.

All children are eligible for 15 hours of funded early education per week from the term after their 3rd birthday. Children of working parents/carers may be entitled to an additional 15 hours of funded early education per week. Due to staffing arrangements, a minimum uptake of 15 hours is required.

- 15 hours can be taken through 5 half day sessions per week **or** 2 full and 1 half day block.
- 30 hours can be taken through 5 full days per week.
- Parents are invited to pay for additional hours subject to availability. Theses hours may be withdrawn if the nursery is at capacity to allow children to have their full entitlement to 15 hour or a 30 hour place.
- **All** lunchtime sessions are charged at £5.00 per session. This includes those with the 15 hour and 30 hour eligibility. This will be charged termly, in advance via ParentPay.

Additional sessions

Once sessions have been allocated they can only be changed / increased at the beginning of a term with the prior approval of the School. Applications for changes should be made on the school's form **Application for Change to Nursery Sessions** form St Leonard's CE Primary School - Nursery and this form will need to be received by the school as follows:

Change to take effect	Application Deadline
January 2027	31st October 2026
April 2027	28th February 2027
September 2027	31st May 2027

Cost of additional sessions

Prices for additional sessions are as follows:

Full Day (AM, Lunch and PM)	£31.00
Half Day (AM and Lunch OR PM and Lunch)	£18.00
Lunch Session	£5.00

Please note: Lunch is not included within the price. You can provide your child with a packed lunch or order a school meal at the cost of £2.83 per meal. If you think you may be eligible for FSM you can apply via Apply for free school meals | Shropshire Council

Payment for Additional sessions

Charges will be issued on ParentPay termly in advance.

Please note that failure to pay before the sessions take place may result in changes to your requested sessions.

Missed sessions are unable to be refunded or carried forward.

30 Hour Childcare

If you are eligible for the Government funded 30 hour childcare provision you will be required to provide proof of this entitlement when submitting you child's application form. Please visit the www.childcarechoices.gov.uk website for full information about how to apply for this entitlement.

Those using the 30 hour entitlement will incur a £25.00 weekly charge for the lunchtime sessions. This will be charged termly in advance via ParentPay.

It is your responsibility to renew your entitlement every 3 months, and to inform the school of your renewed eligibility. Should your eligibility cease you will then be liable to pay any additional session charges.

Parental Declaration Forms

Parents will be required to complete Parental Declaration Forms setting out the sessions your child attends - this is a Local Authority requirement. These must be completed and returned before we are able to access the funded hours for your child. Should you be entitled to the 30 hour provision, then you will also need to complete the relevant section on this form. This form will need to be completed on a termly basis.

Reduction of sessions

As we are an education based setting we need to ensure staffing levels are appropriate. We will look at each request to reduce your child's hours under extenuating circumstances, however the minimum uptake remains at 15 hours.

Absences

If your child is unwell and unable to attend nursery, please contact the school by 10am so that Nursery staff can be informed.

Lunches

You will be sent a copy of the school menu and can order your child's meals in the morning with the nursery teacher.

PLEASE NOTE THAT ATTENDANCE AT OUR NURSERY GIVES NO GUARANTEE THAT YOUR CHILD WILL GAIN A RECEPTION PLACE AT THE SCHOOL. YOU MUST APPLY SEPARATELY FOR YOUR CHILD TO GO TO PRIMARY SCHOOL.