



**Clophill St Mary's CofE Acorn Nursery**  
**Admissions Policy – Age Range 2 years 7months – 4 years: 2021-2022**

*“Welcome one another as Christ has welcomed you, for the glory of God.” Romans 15:7*

Ratified: October 2019

St Mary's Acorn Nursery serves the Parish of Clophill. Residence in the parish can be checked using the website [www.achurchnearyou.com](http://www.achurchnearyou.com).

The Nursery will admit children up to the admission number of 24 per session.

Pupils who have an Education, Health and Care Plan are required to be admitted to the nursery which is named on the Education, Health and Care Plan, even if the nursery is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the nursery is full.

**Admission Procedure.**

We make our setting as accessible to children and families from all sections of the local community through open, fair, clearly communicated procedures.

- The nursery is widely advertised in places accessible to all sections of the community
- Information about the setting is available in written and spoken form and if needed, we will attempt to provide information in languages other than English e.g. Polish.
- We welcome mothers, fathers and other carers such as child minders, grandparents, step parents and other relations.
- We will meet the needs of any one enquiring about, or attending the Nursery having regard to their gender, special educational needs, disabilities, social background, religion, ethnicity or those with English as a second language
- We encourage and enable all children and families to take part in the setting
- We make our Equal Opportunities policy widely known
- We consult with families regularly to ensure we accommodate a broad range of family needs
- We are flexible with attendance patterns to accommodate the needs of individual children and their families, providing these do not disrupt the continuity in the setting which provides stability for all the children

To apply for a place in Acorn Nursery, parents should contact the school to discuss their requirements with the Nursery manager. We admit children to Acorn Nursery throughout the year.

**Waiting List**

In the event of more applications than available places the governors will maintain a waiting list. If a place becomes available in the nursery it will be offered in adherence to the criteria set out as follows:

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order (see definitions)
2. Three and four year old funded children in order to receive their full entitlement of up to 30 hours of care and education a week
3. Children who are already attending
4. Children who have siblings already attending
5. Children from the local area of Clophill

6. Children living outside the Parish of Clophill, one or more of whose parents/guardians have, at the time of application, and for a period of six months previously, attended public worship at a Church of England Church at least once in each calendar month
7. Regular worshippers in churches of other denominations. "Regular worshippers" are defined as being in regular attendance on at least one Sunday per month during the six months immediately prior to the submission of the application. 'Other denominations' means churches which are members of 'Churches Together' in England' or the 'Evangelical Alliance'
8. All other children in birth order

### **Definitions**

#### **'Looked after' children**

A 'looked after' child is a child who is in the care of the local authority, or being provided with accommodation by the local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989)

#### **Previously 'looked after children**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child arrangement order or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014 which replaces residence order in the Children Act 1989. Section 14A of the Children Act 1989 defines 'special guardianship order' as an order appointing one or more individuals to be a child's special guardianship (or special guardians)

#### **Application for a place in Reception Class**

Attending Clophill St Mary's Acorn Nursery does not automatically guarantee a place in Reception Class therefore parents and carers need to pursue the normal route to apply for a place in Clophill St Mary's C of E Lower School Reception Class.

To apply online:

<http://www.centralbedfordshire.gov.uk/onlineadmissions>

Alternatively please contact school for an application form.