

'But now are they many members, yet but one body.'

1 Corinthians, 12:20

ST AIDAN'S

Voluntary Controlled
PRIMARY SCHOOL

Albany Road
London N4 4RR

T: 020 8340 2352

F: 020 8341 2320

E: admin@staidansprimaryschool.org.uk

W: www.staidansprimaryschool.org.uk



Nursery admissions policy

Introduction

At St Aidan's we are committed to providing a fair and open admissions system to our Nursery. We are an inclusive school and are proud of the work we do to support all children. Driven by our inclusive vision, this policy ensures fair and equitable access to early years education. Details of the types of places we offer and the current fees are set out below.

We aim to provide flexibility with respect to our admissions. Whilst our main admissions intake is in September, we will accept children at other times during the year once they have turned 3 years old, for example at the start of the spring and summer terms or even mid term if at all possible. In the event that we have more requests for places than we have available, we apply the criteria set out in this document.

Please also see other relevant school policies: Inclusion and SEND, Pupils with medical needs, our Disability accessibility plan and Induction and transition procedure.

Contents

1	Admissions criteria	2
2	Nursery provision	2
3	Appeals	3
4	Key dates	3
5	Monitoring and review	3
	Appendix 1: Application form	4



1 Admissions criteria

If we receive more applications than spaces available in the Nursery, we apply the following criteria:

- a. Children with Education, Health and Care Plans (EHCPs) which name the school, will be admitted in accordance with Section 324 of the Education Act (1996).
 - b. Looked-after children or children who, previously looked-after, became subject to an adoption, residence, or special guardianship order.
 - Looked-after children means children who are in care of the Local Authority (LA) in accordance with Section 22 Children Act (1989).
 - c. Children who the LA accepts have an exceptional medical or social need for a place at a specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only setting that can meet the defined needs of the child.
 - d. Siblings: children with a brother or sister on roll at the school in September 2025. These include foster brothers and sisters, half-brothers and half-sisters and stepbrothers and stepsisters who are living at the same address as the applicant. In the case of a child who is in shared custody we will use the address where the child is normally resident from Monday to Friday.
 - e. Children living closest to the school: distance is measured in a straight line from the entrance to the school nursery building.
 - In the case of a child in shared custody we will use the address where the child is normally resident from Monday to Friday.
- 1.2 Should a vacancy become available during the year we will consider children who have had their third birthday and who, we feel, are of an appropriate stage of development.

2 Nursery provision

All three and four year old children are entitled to 15 hours of free nursery education from the term after their third birthday: for admission in September 2025 this will be children with birth dates between 1st September 2021 and 31st August 2022. We offer daily places in the Nursery during term-time only (38 weeks a year).

- 2.1 Parents can choose to take the 15 hours free entitlement either every morning (8.30am to 11.30am) or afternoon (12.30pm to 3.30pm).
- 2.2 From September 2017, eligible parents have been able to claim the Government's 30 hours Free Early Education Entitlement at the school. To be eligible, both parents (or the sole parent in a single parent family) must be working and each earning:
 - a. a minimum of the equivalent of 16 hours per week at the national minimum wage;
 - b. a maximum of £100,000 per year.
 - For full details please see: www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

This covers daily places from 9.30am to 3.30pm.

 - If required, the extra hour between 8.30 and 9.30am can be added at a cost of £30.00 per week.

- 2.3 For those not eligible for the Government funded 30 hour scheme, we offer daily full-time places from 8.30am to 3.30pm at a cost of £150 per week (this cost takes into account the weekly 15 hours free entitlement).

3 Appeals

Parents of children who were not offered places in the Nursery and who believe that this admissions policy has not been applied correctly are entitled to appeal the decision.

- 3.1 Submissions should be made, in writing, to the Head of Early Years at St Aidan's setting out the reasons why the child should have been admitted. Letters, or emails, must be received no later than 10 working days after the date of the original rejection letter. The Head of Early Years will consider the case and will normally respond in writing within 10 working days.
- 3.2 Parents who are not satisfied with the response from the Head of Early Years may write to the Headteacher (letter or email), within 10 working days of the date of the response from the Head of Early Years, explaining the grounds of the appeal. The Headteacher will review the decision of the Head of Early Years and will normally respond in writing within 10 working days.
- 3.3 Parents still dissatisfied may write to the Chair of Governors (letters: c/o St Aidan's Primary School or email: chairgovernors@staidansprimaryschool.org.uk), within 10 working days of the response from the Headteacher, to ask for a referral to the Governing Body Appeals Panel. The Appeals Panel consists of 3 governors who will have had no previous involvement in the admissions process. They will consider the appeal and respond in writing within 10 working days of making their decision. The decision of the Governors' Appeal Panel is final.

4 Key dates for admission in September 2025

Monday, 31 st March, 2025	Deadline for applications to be submitted
Friday, 25 th April, 2025	Acknowledgement of application
Friday, 9 th May, 2025	Offer letters sent out

We are also happy to accept children at any time throughout the year once they have had their 3rd birthday.

5 Monitoring and review

This policy will be monitored by the Care and communication committee and reviewed annually.

Date of policy: MARCH 2025

Policy ratified:  (Signature) 24th March 2025 (Date)

Review due: NOVEMBER 2025

ST AIDAN'S

Voluntary Controlled
PRIMARY SCHOOL

Albany Road
London N4 4RR

T: 020 8340 2352

F: 020 8341 2320

E: admin@staidansprimaryschool.org.uk

W: www.staidansprimaryschool.org.uk



Child's date of birth

Application for a place at the Nursery

Child's first name

Child's surname

Name of parents or legal guardians with whom the child lives

Name

1.

Contact number

Name

2.

Contact number

Address where the child lives

Siblings attending St Aidan's Primary School at the date of admission:

Name

Date of birth

Current year group

Home LA if not resident in Haringey

Language needed for translation/ interpretation

Please provide any additional information which may affect your application along with copies of relevant documents and reports e.g. from doctor, social worker etc.

Signed (parent/guardian) Date.....