



St Matthew's Primary School

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Headteacher: Tony Davies

Dear Parent/Carer,

Thank you for your interest in a place in St Matthew's Nursery for your child. We enclose a copy of the Nursery Admissions form for you to complete and return to us. This should be accompanied by a copy of your child's birth certificate and proof of your home address (e.g. a utility bill from the last three months or child benefit letter showing the parent's name). We are unable to consider requests for places until this documentation is received.

The deadline for submission of forms for the next academic year is as follows:

By 6th November 2017 for places in Spring term 2018 (for children who will be 3 on or before 31st December, 2017)

By 12th February 2018 for places in Summer term 2018 (for children who will be 3 on or before 31st March, 2018)

By 26th March 2018 for places in Autumn term 2018 (for children who will be 3 on or before 31st August, 2018)

We are now able to offer flexibility in the sessions your child is able to attend. You may opt for up to five 3-hour sessions for your child, including any combination of mornings, afternoons, or one or two full days. In order for us to plan for this please complete the tick boxes on the reply slip and return to school with your application form. We cannot guarantee to give you your preferred sessions but will do our best to accommodate your requests.

If your child is staying for the whole day or attending for a half-day session we are able to offer the opportunity for him/her to bring in a packed lunch. There a charge of £2 for the lunchtime period as this is in addition to the nursery session entitlement of up to fifteen hours. Please indicate if this would be of interest to you in the tick boxes on the attached reply slip.

Places in our Nursery are becoming increasingly sought after and we apply the County Council criteria to all applications.* This is as follows: Applications will be accepted from all children seeking admission in the term after their third birthday until the term before they transfer to Reception class. In priority order, places will be allocated to:

1. Children in Care, also known as Looked after children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. Children with a high level of need who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher, Special Needs Officer or the Traveller Referral Team;
3. Children living in the catchment area for the nursery who had their 3rd birthday before 1st September in the year of admission;
4. Children not living in the catchment area who had their 3rd birthday before 1st September in the year of admission;
5. Children living in the catchment area who had their 3rd birthday before the term of admission;
6. Children not living in the catchment area who had their 3rd birthday before the term of admission.
7. Children living in the catchment area who have had their 4th birthday before 1st September, 2017.
8. Children not living in the catchment area who have had their 4th birthday before 1st September, 2017.

In cases of equal merit, priority will be given firstly to children who have a sibling attending the School/Centre at the time of admission and **then by date of birth with older children having priority**. If a further tie-break is needed, priority will be given to those living nearest the Nursery, as measured by a straight line.

Please be aware that a place in our Nursery does not guarantee a place in Reception the following year. If you have any queries regarding the admission arrangements for our Nursery please 'phone the school office.

I look forward to hearing from you.

Yours sincerely,

Tony Davies, Headteacher

*a copy of the full County Council Nursery Admissions Policy may be obtained from their website
www.cambridgeshire.gov.uk/downloads/file/501/nursery_admission_policy