Waiting List Policy and Procedure

St. William's Nursery has waiting lists for both September and year round admissions. The lists are managed by the school office.

We offer 15 hours free funded places over 5 sessions for all 3 and 4 year olds the term following their third birthday and from September 2017 and 30 hours free for those families who meet the government criteria. Additional sessions for all children can also be bought if space is available. Please check if you are entitled to 30 hours on the HMRC website. Lunch time charges for wrap around at £3.00 per day.

The aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with the St. William's Primary School equal opportunities policy. All individual applications are considered and any reasonable steps would be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on the school website.

Waiting List and Admissions Procedure

When a prospective parent/carer contacts the School, staff will:

- Give out or signpost to the St. William's Nursery Application Form.
- Inform the parent that usual intake of new children takes place in September and January but that there is also a short-term waiting list for vacancies that arise within the Nursery throughout the school year.
- Find out from the parent when they would like their child to start at the Nursery. Ask if they wish to be added to the short-term waiting list or the waiting list for the following September or both.
- Explain that the nursery place application details taken will be added to the relevant list/s and explain that the Nursery will contact the parent/carer when a place becomes available (short-term) or with an application form for September sessions (around Easter time).

- Refer the parent to our website for more information.
- A completed application form cannot guarantee space at St William's Nursery.

Short-term waiting list

The Nursery staff must keep the office informed about any vacancies that arise during the year so that they can contact the appropriate person from the short-term waiting list. Sessions should be offered to people on the waiting list in strict order. If no one on the list is eligible then additional hours can be bought by current parents/carers and offered to anyone mid-term that enquires and is entitled to the 15 hours free childcare.

Nursery Application Form

Child's name:
……
……

Date of Birth: …… Male/Female:
……..

Address:
……
……..
……
……
Post Code
……..

Telephone No.: Home: ……
Mobile:……..

Email
address:……
……..

Parent (s)/carer(s) names (s)
……..relationship to child:……
……relationship to
child:……

Names of any siblings already at St. William's Primary School:
…….. Class:
……
…… Class:
……

Is your child entitled to the 30 hours a week free Early Education and Childcare? **Yes / No**

Please tick to indicate which sessions you would like, which you would like.

Free entitlement is either 5 or 10 sessions at St. William's Nursery. Additional sessions will be charged at £15.00 per session. For morning and afternoon sessions on the same day lunch time wrap around will be charged at £3.00 per session.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-11.30am					
12.15pm-3.15pm					

Does your child have any additional needs? Yes/No

If yes, please give details:

Does your child have an EHCP? Yes/No

Is your child on an EHCP Pathway? Yes/No

I/We understand that a place at St. William's Nursery does not guarantee a place in
St. William's Primary School.

Signed …… Date ……

Parent/Guardian OFFICE USE: Date received at school/enquiry made: ……

Member of staff who took enquiry form:

……