



St Edmund Campion Catholic Primary A Voluntary Academy

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WEBSITE: <http://stedmundcampion.com>

30 HOURS ADMISSION POLICY TO NURSERY

Introduction

The Governing Body of St Edmund Campion Catholic Voluntary Academy have overall responsibility for the admission of nursery children.

Parents do not have a statutory right to an independent appeals panel in relation to nursery admissions but they may wish to refer any concerns to the governing body of the school.

All admission decisions can be justified by reference to the admissions criteria as outlined in this policy.

Application process

Applications should be made in advance and forms are available from school office and on our website.

Information relating to the application process is available via:

www.childcarechoices.gov.uk and
[30 hours free childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Admission Criteria:

- The school will offer a maximum of up to 13 full time places to children who will be 3 years of age.
- Children can be admitted from the day after their third birthday.
- Once the 13 places are allocated we do not have the capacity to offer any more full time places.
- When there are more part time places requested than full time 30 hour places, part time places will take preference and fill any spaces available.
- If there are more than 13 children applying for full time places, the school would apply the oversubscription criteria (see below) which is in line with the current school admission policy, where all part time places are allocated.





Additional Information:

It should be noted that admission to the St Edmund Campion Nursery does not guarantee admission into the Foundation class.

Parents will be expected to apply for the foundation class along with all other parents, regardless of whether they have a place in our nursery. You can view the current admission policy for the main school via the school website:

<https://www.stedmundcampion.com/wp-content/uploads/sites/21/2026/02/OLoL-Primary-Admissions-policy-2027-2028-DETERMINED.pdf>

The final decision on when the child is admitted and the allocation of sessions rests with the headteacher and the governing body of the school. If you wish to change the days/sessions that your child attends please write to the school office at office@st-edmundcampion.notts.sch.uk

If the parents fall out of eligibility for the 30 hours free childcare and the child has already started at our nursery, the parents will be able to pay to keep the additional 15 hours per week. This will be at the rate of £16 per session, and is payable each half term in arrears.

If a child is only entitled to 15 hours, the parent/carer can request a full time place and pay the additional amount themselves, also at a rate of £16 per session, per day, payable each half term in arrears.

If a child attends for the full day, they are required to pay £3.50 per day to cover the cost of the lunchtime care. Food is not provided so they will need a packed lunch from home

Oversubscription Criteria

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (See Notes 2 and 3).
2. Catholic (see Note 3) children living in the parish served by the school
3. Catholic (see Note 3) children living outside the parish served by the school
4. Other looked after or previously looked after children (see Note 2).





5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 4, 5 and 6)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 7)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 8)
8. Any other children not within categories 1-7.

Distance measurement

Distance will be measured in a straight line from the main administrative point at the school to an address point (using eastings and northings defined by Ordnance Survey) to the child's home using Nottinghamshire Local Authority's computerised distance measuring software.

Tie Breaker

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the Academy.

Notes (these form part of the oversubscription criteria):

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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 s.22(1) of the Children Act 1989) at the time of making an application to a school. A "previously looked after child" is a child who: (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or (c) became subject to a special





guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Candidate' means a candidate for reception into the Catholic Church. This will normally be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. 'Children of other Christian denominations' means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.