



*Empowering our children to flourish and achieve under God's love*

*John 10:10. Live life in all its fullness*

**These are our promises to keep to our children to be able to serve the common good with our work as part of the Church of England:**

<b>At Jennett's Park we are:</b>	<b>Our promises:</b>
Educating for Wisdom, Knowledge and Skills	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity to empower themselves and their learning throughout their lives.
Educating for Hope and Aspiration	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds.
Educating for Community and Living Well Together	To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved – where we create qualities of character to enable people to flourish.
Educating for Dignity and Respect	That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

### Nursery Places

The governing Body of Jennett's Park CE Primary School is the Admission Authority for the admission of children into its Nursery. During the academic year 2023 – 2024, the Nursery will have up to the following number of places available:

- Twenty 30-hour places  
5 x daily sessions, Monday to Friday, 8.45am - 3.15pm. Children will need to bring a packed lunch.  
There is a termly payment that must be made to cover the lunch session in addition to any funded hours. Parents must provide the school with their child's 30-hour code in the term before they start. Failure to do so, will result in either the child only being able to access 15-hour provision or being charged for the additional hours.
- Fourteen 15-hour places, mornings  
5 x mornings only, Monday to Friday, 8.45 – 11.45am. No lunch. Fully funded.
- Fourteen 15-hour places, afternoons  
5 x afternoons only, Monday to Friday, 12.15 – 3.15pm. No lunch. Fully funded.

This is the maximum number of spaces that can be offered in each class. Fewer places will be offered, dependant on the following factors: total number of children in the Early Years setting as a whole and the

total number of children in each Nursery session, the proportion of children with additional needs and adherence to the Early Years Foundation Stage statutory requirements of square footage and staffing ratios.

Nursery places are offered term-time only, five days a week, for at least two terms. There is the expectation that, following the agreed transition period, every child will attend all of their allocated sessions unless unwell or in exceptional circumstances. Repeated failure to attend daily may lead to your child's Nursery place being withdrawn.

Children are eligible to start from the beginning of the term after their third birthday (September, January or April). The school will not consider applications for earlier admission. The child's Nursery place continues until the end of the summer term prior to the September when they are eligible to start school, regardless of when they start Nursery.

Should a parent/carer want to defer their child's school place and remain in the Nursery until Compulsory School Age (the term after a child's fifth birthday), a request to retain the Nursery place must be made to Governors in writing, by the last day of the Spring term.

Children will not be admitted to the Nursery for less than five sessions a week or less than two terms, except in exceptional circumstances. Applications for reduced weekly attendance, or admittance for less than two terms, must be submitted in writing to the Governors (via the Community Liaison Officer) for consideration.

### **Applying to Nursery**

Applications are considered on a termly basis by the Governors' Admissions Committee. Committee meetings take place in line with the admissions schedule and closing dates for applications (see below).

All parent/carers will need to complete an application form, which is available from the school website or from the school office. The school must see the child's original birth certificate and proof of address in order to process the application form.

When making their application, parent/carers should indicate on the application form which of the three options they are applying for: 30-hour provision with paid lunch, 15-hour provision morning only or 15-hour provision afternoon only. Parent/carers can indicate one, two or all three options if they are flexible about which sessions they would like.

Parent/carers are advised that there is a small daily charge that must be paid for all children attending the 30-hour class. Parent/carers must ensure they read the Terms and Conditions attached to the Nursery registration pack.

Following the closing date, children are ranked, according to the Admissions Over-subscription Criteria (see below), on the relevant list/s according to the session/s indicated on their application form. Nursery places are then allocated, starting with 30-hour places, then Morning-only places and finally Afternoon-only places. All parent/carers who have made an application are contacted by the school to inform them of the outcome of the allocations.

Once a place is offered the parent / carer must accept or decline the offer within the time frame detailed in the offer letter. If a response is not received by the deadline, the space will automatically be re-offered to the next child on the list.

**Application Closing Dates**

All applications for the academic year 2023 - 2024 must be received by the dates listed below and must include any supporting documentation, including the birth certificate of the child and proof of address.

<b>If the child is born on or between:</b>	<b>Applications to be made to the School by:</b>	<b>They are eligible for place in the term following their third birthday</b>
1 April and 31st August 2020	31st March 2023	Autumn Term (September) 2023
1 September and 31 December 2020	19th July 2023	Spring Term (January) 2024
1 January and 31 March 2021	13th December 2023	Summer Term (April) 2024

Applications received after the closing dates listed above will be deemed as 'late' and will only be considered after all on-time applications and during the next meeting of the Admissions Committee.

**Waiting Lists**

The school will maintain a waiting list for each Nursery session. If a child is not offered a Nursery place, parents can choose to remain on any of the waiting lists. Parents can also accept a morning or afternoon Nursery place and then choose to remain on the waiting list for a 30-hour place.

Waiting lists for each session are maintained according to the Over-subscription Criteria. (See below, Categories 1 - 5). Places are not allocated from the waiting list based on length of time spent on it. Spaces can only be filled following approval from the Governors' Admissions Committee.

A child will remain on the waiting list for their preferred session until a parent asks to remove them or until the 2 term minimum attendance point has passed. Please note that should you commence a morning only or afternoon only space and then wish to switch sessions, a request must be made to the Governors in writing. This request would then be considered at the next Governors' Admissions Committee.

**Over-subscription Criteria**

Parents should note that all decisions regarding admissions remain the responsibility of the Governing Body and are not delegated to the Headteacher or other members of staff. Parents are asked to recognise that early applications will not be given any priority; the length of time a family has lived in the designated area will also not give greater priority to any application.

If there are more applications than there are places available all Nursery applications will be considered against the following over-subscription criteria:

1. Any children with EHCPs for Special Educational Needs, naming the school
2. **Children Looked After, internationally adopted, previously looked after children (IAPLC) and children who were previously looked after but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.** (Appendix Note 1)
3. Children of staff (Appendix Note 3)
4. Children within the catchment area of the main school (Appendix Note 2) starting with oldest children first, then according to distance
5. Other children starting with oldest children first, then according to distance.

If there are insufficient places available for all the children and no distinction can be made between the applicants, a final decision will be made by the Governors' Admissions Committee using a 'name out of a hat' lottery system.

### **Multiple Births**

In the case of multiple births, if there is only one place available after all the relevant over-subscriptions criteria have been applied, and no distinction can be made, the Governing Body will offer one place to the family. The family will be asked to identify which child will take the place offered. In this circumstance, the other 'multiple birth' children will be placed onto the waiting list and will be given priority for admission should any vacancies occur.

### **Appeals**

There is no statutory right of appeal against the refusal of a place in the Nursery. Parents who wish to challenge the decision of the Governing Body should write to the Governing Body. The Admissions Committee will consider any petitions at their next termly meeting. The Clerk will then respond in writing on behalf of the Governing Body.

### **School Admissions**

There is no link between Nursery admissions and admissions into the main school. There are separate admissions criteria for both and a separate application will need to be made via Bracknell Forest Council for entry into the primary reception class.

### **Visits**

Visits to the Nursery are warmly welcomed and encouraged. Interested parent/carers should contact the school to make an appointment to join a Nursery tour or to request an individual telephone call with a member of Nursery staff.

### **Contact Details**

Jennett's Park CE Primary School,

3 Tawny Owl Square,

Jennett's Park,

Bracknell

RG12 8EB

01344 301269

[admissions@jennetts.bonitas.org.uk](mailto:admissions@jennetts.bonitas.org.uk)

Website: [www.jennetts.bonitas.org.uk](http://www.jennetts.bonitas.org.uk)

## **Appendix**

### **Note 1:**

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 Section 22(1) of the Children Act 1989). This also includes previously looked-after children (PLAC) who immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted (internationally adopted, previously looked-after children – IAPLC). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Note 2:**

The home address is the child's normal home address at the time of the application being considered for a place. The Governing Body of the school reserves the right to verify the address given if there is any doubt about it. Evidence would normally be the most recent Council Tax bill. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned.

If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

**Note 3:** Members of staff are those staff who: a) are employed permanently and directly by the Governing Body and have been for at least two years at the time the application is made, or b) staff employed for 15 hours or more a week by contractors appointed by the Governing Body and work solely on the school site and have done so for at least two years or c) any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment methods.

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