

We use the terms 'parent' and 'parents' as defined in the Education Acts to represent natural parents (married or not), any person whom has parental responsibility for the child, and any person who has care of the child.



Nursery Admission

'Where Every Door is Opened and Every Gift is Unlocked'

At Witton we are a partnership of school, church, home and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community feel happy, safe and secure. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for 'Everyday Excellence' and believe in themselves in order to achieve their full potential.

Procedures for Admission to Witton Church Walk CE Aided Nursery

2-year-old working parent funding (15 or 30 hours per week) – 5 additional places

15 hours funded

Sessions are available Monday, Tuesday (9.00am - 3.15pm) & Wednesday morning (9.00am – 12.00pm) or Wednesday afternoon (12.15pm - 3.15pm), Thursday & Friday (9.00am - 3.15pm), for the 38 weeks during which the Primary School is open.

30 hours (15 hours funded & 15 hours paid)

Witton Church Walk CE Aided Nursery offer an additional 2.5 days per week (Monday – Friday 9.00am - 3.15pm term time only). Payments of these sessions will be £105.00 a week in addition to the working parent funding of 15 hours per week, for the 38 weeks during which the Primary School is open.

30 hours places for 3 to 4-year-olds

Witton Church Walk CE Aided Nursery offer 15 full time places (Monday – Friday 9.00am - 3.15pm term time only). This can be government funded (please complete the table in the application form for us to verify your eligibility) or paid for at a cost of £75.00 per week, for the 38 weeks during which the Primary School is open .

Free 15 hours for 3 to 4-year-olds

The Nursery can accommodate a maximum of 26 Nursery age children in each session. Sessions are available Monday, Tuesday (9.00am - 3.15pm) & Wednesday morning (9.00am – 12.00pm) or Wednesday afternoon (12.15pm - 3.15pm), Thursday & Friday (9.00am - 3.15pm), for the 38 weeks during which the Primary School is open.

Policy Updated: July 2023

Adopted by Staff and Governors: November 2023

Date for Review: July 2024

Parents who wish their child to attend the Nursery must complete an application form detailing the sessions they would like their child to attend. Once a place has been assigned parents will receive a phone call detailing the place and a 1:1 home visit scheduled to give the parent more information.

A child is eligible for admission to Witton Church Walk CE Aided Nursery the term after their third birthday. The actual offer of a place will be dependent on places being available in the Nursery. Children may not remain in the Nursery beyond the normal admission date for Reception classes.

Parents should be aware that the offer of a place in the Nursery does not ensure a place in the Reception class at Witton Church Walk CE Aided Primary School – normal admission procedures, as determined and managed by the Governing Body of Witton Church Walk CE Aided Nursery & Primary School, will apply for Reception class places.

Priority for admissions

The Governing Body operates a system of equal preferences under which they consider all preferences equally and allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children, including those children 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Additional hours are available upon request via payment as per Rising 3 charges.
2. Children whose parents are faithful and regular worshippers – see Note (a) - in the Parish Church of St Helen.
3. Children who have a sibling – elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or sisters living together as part of one household, already attending Witton Church Walk CE Nursery & Primary School and who will still be attending the following year.
4. Children whose parents are faithful and regular worshippers – see Note (a) – in an adjacent parish of an Anglican Church where the parish boundary meets St Helens Parish boundary or of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school as measured using an Ordnance Survey address-point system which measures straight line distance in miles from the address point of the school to the address point of the place of residence.
5. Children whose parents are faithful and regular worshippers of another Christian denomination as recognised by Churches together in Britain and Ireland and for whom this is the closest Church of England school as measured using an Ordnance Survey address-point system which measures straight line distance in miles from the address point of the school to the address point of the residence.
6. Children whose permanent address at the time of admission is within the existing ecclesiastical parish boundary. A map showing the parish boundary is available from school. See note (d)
7. Children who are in receipt of the Early Years Pupil Premium or Service Premium.

8. Other children. Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

Notes

- (a) By “faithful and regular”, we mean attendance on average a minimum of one service per month for at least twelve months prior to the closing date for applications. Please ask your minister to complete Appendix A on the application form as proof of regular attendance.
- (b) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend.
- (c) When we cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.
- (d) Residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday to Friday).

Where it is identified that there are a limited number of places available and the Governing Body cannot differentiate between the applications using the nearest school criterion (criterion 7) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats.

One Nursery place is always available for Children in Care or if Social Care request a place.

Prioritising in the event of oversubscription

The school has adopted the following policy to provide clarity to parents on how places will be offered if the Nursery is oversubscribed at any particular intake.

In the event of the Nursery being oversubscribed the priority for admission will be applied as detailed above. Each category will be looked at in turn as listed.

Number of sessions requested:

We offer both 30 hour and 15 hour funded places at Witton Church Walk CE Aided Nursery. There is an online eligibility registration for parents wishing to claim 30 funded hours. Please contact the School Office for further information.

We strongly recommend that parents take their full entitlement of hours at Witton Church Walk. Each term parents will be asked to complete the pupil entitlement form for their free 15 or 30 hours place.

Flexibility and Hours of Attendance

The Local Authority has the responsibility to ensure that the needs of families regarding attendance at an Early Years Setting are met. This responsibility is met by ensuring that, within the locality, providers are able to meet the needs of parents.

The main purpose of Witton Church Walk CE Aided Nursery is to provide high quality early years education for the children in our community.

The Governing Body has the responsibility to provide a mode of attendance at our school that is in the best interests of the children in our community and financially sustainable for our school.

Staff and Governors strongly believe that the best mode of attendance for children age 3 to 4 years is either 15 hours or where eligible 30 hours.

- Consistency – One of the most important aspects in supporting a child to make and maintain progress, to settle and flourish and to achieve highly.
- The best model for settling into school at the start of the child's time here, allowing them to settle quickly, feeling safe and secure.
- The best opportunity for the child to quickly become familiar with the physical environment, routines, rules and boundaries.
- The best opportunity for the child to develop good working relationships with their peers and the adults supporting them.
- The best opportunity for the child to access a curriculum planned to meet individual needs where progress can be built on daily.
- The best opportunity to achieve their full potential.

It is our strong belief that this mode of attendance best meets the needs of the children in our community.

The Application Process

Parents are encouraged to visit the school before putting in an application for a place. This gives the parent the opportunity to view the school and to ask any questions they may have about the school, admission policy or admission process. If a parent is unable to visit an admission form and information pack may be sent out by post or electronically.

Application Forms

- An application form must be completed for each child applying for a place in the Nursery.
- It is the applicant's responsibility to provide the information required to enable the school to determine admissions.
- Help with completing the application form is available at the School Office.
- The school can only act upon the information contained in the application form.
- Applicants must fill in all sections of the application form.
- It is the applicant's responsibility to inform the school of any changes to their circumstances which may affect their application. They may do this in writing, by email or by calling in to the School Office.

Contact Details:

Witton Church Walk C of E Aided Nursery & Primary School, Church Walk, Northwich, CW9 5QQ

01606 663610

admin@wittonwalk.cheshire.sch.uk

**WITTON CHURCH WALK CE PRIMARY SCHOOL
APPLICATION FOR NURSERY ADMISSION**

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England. Our school is also a neighbourhood school, serving the parish of St. Helen's, Witton, within the Cheshire Local Authority and this is reflected in our policy.

SURNAME DATE OF BIRTH

FIRST NAME (S) SEX: M F

ADDRESS AT WHICH CHILD IS RESIDENT

.....

.....

NAME(S) OF PARENT(S) OR ADULT(S) WITH PARENTAL RESPONSIBILITY (CARERS)

Mr/Mrs/Ms Dr etc	Initials	Surname	Daytime Telephone No:
Mr/Mrs/Ms Dr etc	Initials	Surname	Daytime Telephone No:
ADDRESS(ES) (if different from pupil's address) and email address (where available)			

POSITION IN FAMILY (eg if there are 3 children in the family and the child is the 2nd, show 2/3)

NAMES OF SIBLINGS CURRENTLY ATTENDING WITTON CHURCH WALK

Name of Sibling	Year Group	Date of Birth

Do the child's parents regularly attend St Helen's Church, Northwich? YES/NO

Please state the name of any other Anglican Church and the vicar/minister, or any other Christian Church and the vicar/minister, which the child's parents regularly attend, this being the nearest Church School.

Please provide a reference in support of your application.

Does your child/ren have any special needs, behaviour issues or medical conditions that we need to be aware of?

OTHER RELEVANT CIRCUMSTANCES

Please include here any further information that you consider may be relevant to your application. Continue on a separate sheet if necessary. Please provide full details of dual residency.

SESSION CHOICE – 15 hours or 30 hours

Please complete the section below if you receive Government Funding for 15 or 30 hours

Parent Forename	
Parent Surname	
Date of birth	
NI number	
Consent for eligibility check	
Eligibility code	

We run the following sessions; please indicate which you would prefer (subject to availability)

Monday & Tuesday 9.00am – 3.15pm (with a healthy packed lunch from home)
Wednesday 9.00am – 12.00pm

Wednesday 12.15pm – 3.15pm

Thursday & Friday 9.00am – 3.15pm (with a healthy packed lunch from home)

Monday – Friday 9.00am – 3.15pm (with a healthy packed lunch from home)

Date of application

Supplementary form

Name of child:

Date:

Surname	Christian names
Date of birth	Boy <input type="checkbox"/> Girl <input type="checkbox"/>

Name of parent/guardian	
Address	
Post code	
Telephone	Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship	
Address	
Name of vicar / priest / minister / faith leader / church officer	
Address	
Post code	Telephone

Worship attendance:

Please tick if you have attended, on average, a minimum of two services per month for at least six months prior to the closing date for applications as in criteria <input type="checkbox"/>
Signed as proof of attendance (incumbent or other church officer):

Your faith leader will be contacted in order to confirm this information