

St Thomas More Catholic Primary School

Oxford Road Kidlington OX5 1EA



The
Pope Francis Catholic
Multi Academy Company

Headteacher: Mrs Julieann Exley



Tel: 01865 373 674

Email: office@stthomas-more.org.uk

Website: www.st-thomas-more.oxon.sch.uk

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Nursery Admissions Policy

Author / Reviewed by Headteacher & SLT

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The Governing Body has sole responsibility for admissions to the Nursery and Foundation Classes at St Thomas More Catholic Primary School.

As a Catholic school, we are dedicated to providing a Catholic education for all our students, including those in the nursery. Catholic values and teachings are woven into every aspect of school life. To uphold the Catholic character of our school, it is essential that all families fully support and embrace the ethos and mission of the school. We trust that all parents will offer their wholehearted, positive support for the school's aims and values. Please note, this does not affect the right of non-Catholic applicants to apply for and be considered for admission, in accordance with our admission policy.

We operate an inclusion and equality policy, allowing for all children to apply. However, if there is an over subscription, then the criteria for the main school will be implemented.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS) and also adult to child ratios. (see appendix)

Application Process and Procedure

2 - year - olds

We offer places for 2-year-olds at St Thomas More Catholic Primary School's Nursery. They can join the nursery from the term after their second birthday. Please complete the "Interest Form" found on St Thomas More Catholic Primary School website and email it to the school office. Alternatively, you can print this out and return to us.

Please note not all 2-year-old places are funded and therefore, there are charges in relation to the sessions on offer:

- Morning sessions: 8:45 – 11:45
- Additional supervision: 11:45 – 12:15 (An additional supervision fee of £3.50 will be charged)
- Afternoon sessions: 12:15 – 15:15
- Five full days: 8:45am – 3:15pm
- (An additional supervision fee will be charged on full days, see above)

Each session is charged at £18.00

Prompt collection at 11:45 or 12:15 is required, to avoid additional supervision charges.

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3 – year - olds

Children are eligible to start at St Thomas More Catholic Primary School Nursery from the term after their third birthday. Parents and carers are welcome to apply for a place at any time during the year by completing a registration form, which is available on the school website or from the School Office.

We offer both full-time and part-time places, term time only:

- Five mornings: 8:45am – 11:45am
- Five afternoons: 12:15pm – 3:15pm
- Five full days: 8:45am – 3:15pm
- (An additional supervision fee of £2.65 will be charged on full days)

Each session is charged at £16.50

Admission times

If spaces are available, children can be admitted to the Nursery at the start of the term following their second or third birthday. Offer and non-acceptance letters are sent on the following times of the Year.

- Offers for September: 30th June
- Offers for January: 30th November
- Offers for April: 28th February

In certain cases, children may be admitted at any point during the term following their second or third birthday, if they have a sibling that has joined the school during the academic year.

Parents must confirm acceptance of the place in writing and provide the following

- A child's birth certificate
- Baptism certificate (if applicable)
- Proof of address
- If applying for a full- time place, parents must also complete a Parent Declaration Form and provide a 30-hour code along with their National Insurance Number before their child starts.

They will also need to sign a contract and registration form.

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These forms provide the nursery with personal details relating to the child. For example; - name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees and sessions, contact details for parents, doctors contact details, dentist contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Once a place has been accepted, the Nursery Team will arrange a visit for parents to bring their child to explore the nursery before the starting date. There will be 1 session when the parents and child are present, one when the child is on their own. They will then be ready to start in Nursery unless there are EAL or SEND needs, where further settling sessions may be required. The visit will provide an opportunity for families to meet the staff and help the child become familiar with their new environment.

Admission Criteria

If there is an over subscription of places, the nursery will follow the school's admission criteria as follows:

1. Looked after children
2. Baptised Catholic children living in the Catholic parish of St Thomas More, Kidlington and St Hugh's of Lincoln, Woodstock, who have a brother or sister attending St Thomas More Catholic Primary School at the time of admission.
3. Baptised Catholic children of staff of St Thomas More Catholic Primary School.
4. Other Baptised Catholic children living in the Catholic parish of St Thomas More, Kidlington and St Hugh's of Lincoln, Woodstock.
5. Other Baptised Catholic children who have a brother or sister attending St Thomas More Catholic Primary School at the time of admission
6. Other Baptised Catholic children.
7. Other Baptised Christians.
8. Non-Catholic children who have a brother or sister attending St Thomas More Catholic Primary School at the time of admission.
9. Non-Catholic children of staff of St Thomas More Catholic Primary School.
10. Non-Catholic children.

Reserve List

In the event that there are more applications than available places, and after the oversubscription priority criteria have been applied, children who are not offered a place will

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be added to a reserve list in order of the criteria, rather than by the date of application. If a space becomes available, the nursery will contact the parents of the child at the top of the list. It's important to note that the reserve list is not a waiting list. If a parent requests that their child be moved higher on the list due to priority under the admissions criteria, other children may be shifted down accordingly. Placement on the reserve list does not guarantee that a place will become available.

Withdrawing Offers

Once a written offer has been issued, it may only be withdrawn in the following circumstances:

- If the parents fail to respond to the offer within two weeks of the date it was made
- If the offer was made based on fraudulent information, intentionally misleading or false information.

Fees

Fees are calculated at the end of each half term for the upcoming term, and full payment is required within two weeks of receiving the invoice *via* email. All payments can be viewed on School Gateway and there is an option for payments to be made in instalments. The Full amount must be paid by the deadline on the invoice. Fees must still be paid if a child is absent for any reason, including illness or holidays taken during term time.

If a child does not attend the nursery, the charge still applies

Full-Time Places

For full-time places, any additional hours beyond the universal 15-hour per week entitlement will incur an extra charge. If parents qualify for the 30 hours of government-funded childcare (as outlined in the "Eligibility for 30 Hours Free Childcare" guidelines), these extra hours will be funded directly by the government.

The 30-minute additional supervision between sessions exceeds the 30-hour free entitlement and will incur a charge to cover the staffing costs for this additional time: £3.50 for 2-year-olds and £2.65 for 3-year-olds. The price difference is in relation to the requirements of staff to pupil ratios.

Fees are reviewed annually in March, and one month's notice will be given of any changes.

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Late Payment and Additional Charges

If fees are not paid by the due date, a late payment fee of £10.00 will be applied. If fees are not settled within a month, we reserve the right to withdraw the nursery place.

Notice of Withdrawal or change of hours

Parents/carers must provide one full month's written notice if they wish to withdraw or change their child hours in nursery. If this notice is not given, the full month's fees will be charged.

Free Universal Entitlement

All three- and four-year-olds are entitled to 15 hours of free early education per week during term time (38 weeks per year).

Eligibility for 30 Hours Free Childcare

Parents may qualify for the extended 30 hours of free childcare if both parents earn, on average, the equivalent of 16 hours per week at the national minimum wage.

To check eligibility, parents should visit the Government's Childcare Choices website.

Parents can only begin claiming their 30 hours of free childcare from the term following the date they receive confirmation from HMRC. Therefore, parents are encouraged to apply as early as possible.

If eligible, parents must provide a 30-hour code and their National Insurance Number on the Parent Declaration form. As the free childcare cannot be claimed until the code has been verified, it is crucial for parents to submit this information promptly to avoid any delays.

It is important that parents reconfirm their eligibility for the free childcare entitlement every three months. HMRC will send reminders to ensure parents stay updated on their eligibility.

Appendix below

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Appendix

We take the following matters into account when prioritising and deciding on admissions:

Eligibility Terms

From September 2025, families with working parents, and meeting certain eligibility criteria, are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year, over 38 weeks of the year

Information on this entitlement is available at

www.childcaresupport.tax.service.gov.uk/par/app/overview

Universal Early Education Funding entitlement starts from the term after the child's 3rd birthday

Autumn Term: September 1st - December 31st

Spring Term: January 1st - March 31st

Summer Term: April 1st - August 31st

30 Hours Extended Childcare Entitlement

AGE OF ADMISSION

Children are admitted to the Nursery Class the academic term after their second or third birthday. There are three admission dates each year. January, March/April and September.

For children aged 2

The maximum capacity for these children is 10

Children require a 1:5 ratio of adult to children.

For children aged 3

The maximum number of children which are admitted to the Nursery Class in any one year is 32 children.

Children require a 1:8 ratio of adult to children.

Note 1 - Children with EHCPs that name the school must be admitted. This will reduce the number of places available to applicants.

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Note 2 - Priority in each category will be given to children who are in the care of the local authority (Ref. Section 22 of the Children Act 1989).

For admissions purposes, siblings are children living at the same address who are brother/sister, half-brother /sister (children who share one common parent) or step - brother/step - sister (where children are related through marriage). The definition also includes adopted or fostered children living at the same address.