



Welcoming All, Learning Together in God's Love

"They will soar on wings like eagles" - Isaiah 40:31



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St John's Nursery Admissions Policy 2025 - 2026

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures. The Nursery has a capacity of 26 pupils in each of the morning and afternoon sessions. All children are eligible for a 15-hour funded place in St John's Nursery the term following their third birthday. Some families are also entitled to an additional 15 hours, providing a total of 30 hours of funded childcare.

Our nursery policy prefers children to attend **either 5 morning sessions OR 5 afternoon sessions**. We can also offer **5 full day sessions** if parents require this by allocating 5 morning and 5 afternoon places. As a school nursery we believe that children attending 5 consecutive weekly sessions has the most beneficial and most significant impact on the children's learning and development. Our curriculum is carefully and progressively planned to allow children to gain experiences throughout the week and build on day-to-day learning. We are happy to consider applications for fewer sessions, but please be aware that if children are tied according to the criteria, preference will be given to those children who have requested five full days.

Each of the morning and afternoon nursery sessions are 3 hours in length. In addition, we also offer a 40-minute lunch club session to allow the children the opportunity to have lunch at school alongside their friends. The cost of the lunch club childcare session is £3.00 or this can be funded with the additional 15 hours funding (subject to eligibility). Children can either bring a packed lunch from home or a school meal can be purchased for £2.40 per day. If the child attends 5 full days, the lunchtime session cost of £3.00 is complimentary so just the hot dinner will need to be paid for or lunch will need to be provided.

Pre-School Nursery Session Times

Morning session: 8:40am to 11:40am
Lunchtime session: 11:40am to 12:20pm £3.00 * or £5.40 including a school meal
Afternoon session: 12:20pm to 3:20pm

Additional Nursery Morning or Afternoon Sessions (subject to availability): £15.50

Please note that failure to pay fees in a timely fashion may result in the withdrawal of your child's place

Before and After School Club - Little Saints

Before School and After School provision is also available

Before School club from 6.45am	£ 9.50 (including breakfast)
Before School club from 7.45am	£ 5.00
After School club 3:20pm up until 4.30pm	£ 5.00
After School club 3.20pm up until 6.00pm	£11.00 (including light refreshments)
Holiday Club 8.45am to 3.20pm	£20 (must be booked 3 weeks in advance)

More information about Little Saints will be sent out.

Pre-School Nursery Admissions

The nursery's main admission intakes take place in September, January, and April, subject to the availability of places. Applications are welcomed throughout the year, and children may be registered for entry as far in advance as parents or carers consider appropriate.

The waiting list is reviewed each term in accordance with the nursery's published admission criteria to ensure that all allocations are managed fairly and consistently.

Parents or carers must inform the nursery in writing at the earliest opportunity if a reserved place is no longer required, so that the place may be offered to another family in line with this policy.

Admission Criteria

These criteria are in line with that of Staffordshire Local Education Authority. The criteria are not in any particular order or preference.

For September intake, children should have had their 3rd birthday on or before 31st August of the year of admission:

- Relevant children in care.
- Children with particular medical or educational needs which can best be met by our nursery (the application should be supported by a professional report).
- Children who have a sibling currently attending St John's CE Primary Academy.
- Children living within the catchment area of St John's CE Primary Academy.
- We will accept children living further afield according to how near their home address is to the main school gate following the shortest walking route.

PLEASE NOTE: If children are tied according to the criteria, preference will be given to those children who have requested 5 full days.

For January, children should have their 3rd birthday on or before 31st December: The above criteria apply subject to availability of places

Please note: children will be reconsidered according to the criteria for the following year.

For April, children should have their 3rd birthday on or before 31st March: The above criteria apply subject to availability of places

Please note, children will be reconsidered according to the criteria for the following year.

Applications

To register your child on our pre-school nursery waiting list, please complete our Nursery Application Form. This can be obtained from the school office or downloaded from our website. Please return completed forms to the school office or email office@st-johns-stafford.staffs.sch.uk.

For information regarding why, where and how your personal data will be held please refer to our privacy policy on our school website. Please note that we are unable to reserve and hold places for children. By completing our nursery application form you are providing your expression of interest for your child to join our nursery as soon as possible the term after their 3rd birthday. In the event of an insufficient number of places being available, then children will be admitted to the nursery using the above criteria. Parents will be notified of offers and session availability on the dates provided within this policy.

Parents must register their child separately for nursery and school reception class. Securing a place at nursery does not necessarily secure a place in school. Reception class applications are managed through Staffordshire County Council.

For more information on school admissions please ask at the school office.

This policy was presented to and approved by the Local Academy Committee on 10th February 2026. It will be reviewed in summer 2028.

Signed



_____ Principal

Date 10th February 2026

_____ Chair of LAC

Date _____