



Ling Forest Road, Mansfield, Nottinghamshire NG18 3NJ  
Telephone: 01623 478090  
Email: [office@st-patricksrc.notts.sch.uk](mailto:office@st-patricksrc.notts.sch.uk)  
Website: [www.st-patricksrc.notts.sch.uk](http://www.st-patricksrc.notts.sch.uk)  
Twitter: @StPatricksCPS

## Nursery Admittance Procedure for St Patrick's School, Mansfield

The Governing Body is responsible for Nursery admissions to this school. We can have up to 52 part time nursery pupils. We can admit up to 26 children for morning nursery and 26 children for afternoon nursery. For eligible families, we also offer 30 hours Nursery provision.

Children can be admitted into nursery from the date of their third birthday, providing a place has been offered and is available. Every effort is made to meet parents request for either a morning, afternoon or 30 hours place but this is only possible if places are available and the Governing Body may not be able to offer the choice of preference. However, there is typically the opportunity to change the session, in September, for the next academic year.

Parents/carers have the right to defer their child's place and the child will be placed onto the waiting list. However, once the nursery is full then the child may need to wait until the next academic year to join the nursery.

At any time, if there are more applications for places than the number of places available, places will be offered in accordance with the school admission criteria. For example, if two pupils turn three years old on the same day, the place would be allocated based on the school admission procedure.

### Application Procedures and Timetable

An application for admission to the nursery should be made using the application form available from the school.

Applications must be accompanied by a copy of the birth certificate and, if applicable to your family, a copy of your child's baptism certificate.

Parents will be notified of a child's place and to arrange a visit to nursery before the child starts. This notification will be by letter and include:

1. The date of admission.
2. A date for an introductory visit to nursery accompanied by parent.
3. An acceptance form to be completed by parents.

**Failure to return this form acknowledging acceptance of the nursery place could result in the offer of a child's place being withdrawn.**

However, if a place is not available at the expected time of admission parents will be informed and a place will be offered as soon as it become available. As there is no right of appeal for pre-statutory school age pupils, the headteacher's decision is final.

Whilst every effort will be made to accommodate parental preferences, decision with regards to the allocation of morning or afternoon nursery places rests with the Headteacher.

**It is extremely important to note that admission to our school Nursery does not guarantee a subsequent place in Foundation Stage 2 (Reception class). The Admission policy into main school can be found via this link.**