

Headteacher: Mr Adam Smith

Waycroft Academy, Selden Road, Stockwood, Bristol BS14 8PS

Tel: 0117 377 2198 **Email:** info@wca.clf.uk

www.waycroftacademy.clf.uk



CLF: Waycroft Academy Guidelines for Mary Rose Nursery Admissions (3-year-olds)

The following guidance will be applied when applying for a place at Mary Rose Nursery:

1. Mary Rose Nursery has three admission intakes during the Academic year. These are in September, January and April
2. Places will be allocated to children who are aged 3 before the end of August, to start in Mary Rose nursery in September.
3. To apply for a place, parents/carers need to complete the online 'Expression of Interest – Mary Rose' form which can be located on the Waycroft Website or via the link on this form before the deadline. The deadline can be found on the form.
4. This application form does not represent confirmation of a nursery place, and parents/carers will be advised if successful in securing a place after the deadline has passed and when the allocation process has been completed.

The allocation process will only include online forms which have been submitted before the deadline.

5. If the nursery is not full after the admissions process in September, the Academy may offer places for children who reach their third birthday part way through the year with a January or April start date. This is dependent on spaces.
6. Children can only attend for 15 or 30 hours at Mary Rose Nursery. We will not offer in between hours due to the high number of applications for places. The 30 hours will be Monday to Friday / 15 hours will be either Monday to Wednesday am, or Wednesday pm to Friday.
7. Regular attendance (in line with the whole Academy attendance target) at the Nursery will be expected as a condition of accepting the place.
8. For a space in Reception, the Local Authority application process will need to be adhered to.
9. In 2024/25 there will be 39 places at Mary Rose Nursery spread across the 30 and 15 hour spaces.

Waycroft Academy reserves the right to override the admission criteria at any stage on a case-by-case basis



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Oversubscription

If there are more applications than places, the following oversubscription criteria will be used.

1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order.

Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

2. Siblings

Where there are siblings in attendance at the Academy and who will still be on roll in the year of entry.

Sibling refers to brother or sister, half brother or sister, stepbrother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Geography

Children living closest to the Academy as measured in a direct line from the home address to the Academy.

Home Address: A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996).

It is the address where the child spends most of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than one address, the Academy must conclude which address should be counted as the main address when allocating nursery places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

Home to Academy distances will be measured in a direct line from a point on the home address as held by the Local Authority to the main hall within the main school building using an electronic mapping system (<http://maps.bristol.gov.uk/>).

Special Educational Needs Children with a Statements of Special Educational Needs/Education, Health and Care Plan follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements.

Other children without a Statement of SEN/Education, Health and Care Plan will be subject to the general admission arrangements.



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Admissions Allocations

1. Places will be allocated by the Admiral Nursery lead/Operations manager and Head Teacher.

Links to Application Forms:

- **For September start** – the closing date for the Expression of Interest forms is the last working day of February:

[Expression of Interest _Mary Rose _September](#)

- **For January start**- the closing date for the Expression of Interest form is the last working day of October.

[Expression of Interest Mary Rose January](#)

- **For April start** – the closing date for the Expression of Interest form is the last working day of January.

[Expression of Interest _Mary Rose _April](#)

Please note – if the form is completed before the deadline and the nursery is full, children will be placed on a waiting list and contacted if a place becomes available.

Late applications will only be considered after all the on-time applications have been allocated.

Waycroft Academy will set the hours allocations and then apply the oversubscription criteria to allocate places.

A place will be allocated in line with your application, and this cannot be negotiated after the allocation has been made.

Vacancies, if available, during the Academy year will be allocated based on the criteria listed above.

Applications cannot be made based on a telephone call.

It should be noted that there is no appeal process for unsuccessful applications and the decision of the Admission Panel is final.



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Attendance and Loss of the Nursery Place

If attendance and punctuality is poor or erratic, a letter will be sent to the parents/carers reminding them that for their child to benefit fully from Nursery education, attendance needs to be regular and punctual.

If following the letter and further communication with the parent/carer, there is no sustained improvement in attendance within an agreed period, then the child may lose their place.

A Nursery place will be withdrawn if a child is not using at least 80% of their allocation over a 10-week period, if these absences are unauthorised, or if a child is absent for two weeks of their consecutive Nursery sessions and there has been no contact from the parent/carer to explain this absence.

Snacks

The children will sit collectively as a group to encourage social interaction and table manners.

Fruit, milk and water will be provided by the nursery at snack times.

Parents/carers are not able to provide alternative snacks. If there is evidence provided to the Academy of their medical/dietary needs, suitable snacks in line with the Food Standards and our ethos will be provided by the Academy.

Additional Charges

There will be occasions where the Academy will charge families for additional activities throughout the year to enhance their curriculum in line with the rest of the school.

If you have any queries or question, please contact:

- Lisa James – Operations Manager: lisa.james@clf.uk
- Nursery information: nursery@wca.clf.uk



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