

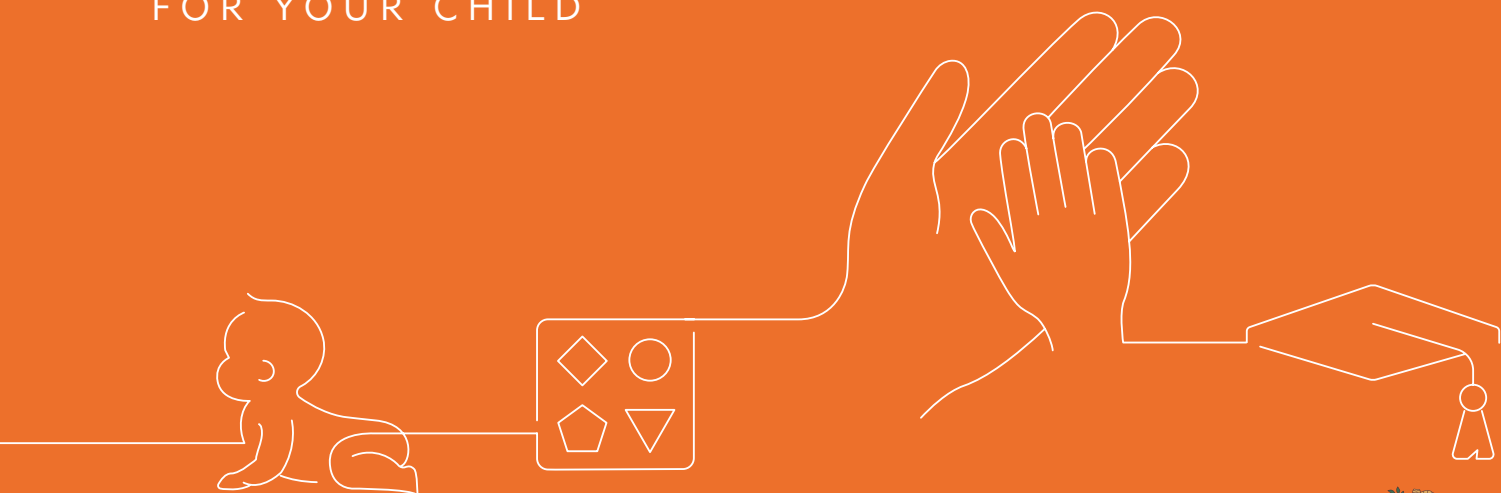


INFORMATION FOR PARENTS

NURSERY EDUCATION BOOKLET

2022/23

CHOOSING THE RIGHT NURSERY SCHOOL
FOR YOUR CHILD



The statement of preference of a nursery school for your child is one of the most important decisions you will have to make.

Dear Parents/Carers,

The statement of preference of a nursery school for your child is one of the most important decisions you will have to make. This booklet has been produced to tell you about nursery schools in St Helens, how to apply for a place and what to do if your preference cannot be met.

This booklet sets out the arrangements for the admission of children to nursery schools for the academic year beginning September 2022. It also sets out arrangements for transfer from one nursery school to another during this year and gives details of how places are allocated.

Please note that you may not always gain your first preference when you apply for a nursery school.

Admission may depend on meeting the criteria which are explained fully in this booklet.

Please take the time to read this booklet carefully before you fill in your application form, even if you have already decided which nursery school you prefer. It contains a lot of information which I hope will inform your preferences and, wherever possible, help you to avoid disappointment.

Each nursery school produces its own prospectus which contains a great deal of information about that school. It may also be useful to visit the schools which interest you before completing the application form. If you have any queries about individual schools, do not hesitate to contact the head teacher of the nursery school concerned.

A **checklist for applicants** is detailed at the back of this booklet and may help parents/carers in completing the form correctly.

The staff who work in the Admissions Team are there to help and advise you. Please do not hesitate to contact them with any queries or concerns that you may have about admissions.

They can be reached on St Helens 01744 671035.

I hope very much that you find this booklet helpful.

Yours sincerely,



Joanne Davies
Assistant Director, Education and Learning



Contents

Information About Schools	4
Types of Maintained Nursery Schools in St Helens	4
School Prospectus	4
Ofsted Reports	4
School Achievement and Attainment Tables	5
Start and finish times of Nursery Sessions	5
Breakfast and After-School Clubs and Wrap-Around Care	5
Transfer to Reception Year	5
Applying for a Nursery Place in a St Helens Local Authority Maintained School	6
Admission Age	6
Application Timetable for a Nursery Place in the School Year 2022/2023	6
Application Form	6
Online Applications	6
Expressing and ranking your preferences for a Nursery School/Unit	7
Changes of Preference	7
Late Applications	7
One Application per Child	7
Definition of Home Address	7
False Information	8
Notification of Decisions	8
2 Year Old Maintained Nursery Places	8

How Places are Allocated	9
Admission Number	9
Oversubscription Criteria for Community and Voluntary Controlled Nursery Schools in St Helens	9
Community Nursery Schools in St Helens and Places Available	10
Nursery Units attached to Community Primary Schools in St Helens and Places Available	11
Nursery Units attached to Voluntary Controlled Primary Schools in St Helens and Places Available	13
Community Nursery Units attached to Voluntary Aided Schools in St Helens and Places Available	14
Nursery Units attached to Academy Schools in St Helens and Places Available	14
Voluntary Aided (Catholic) Nurseries Oversubscription Criteria and Places Available	14
Waiting-Lists	22
Free Nursery Education Places	23
When Can My Child Start?	23
What is the Difference Between State and Private Providers?	23
When Can I Use the 15 Hours?	23
How Does My Child Access Early Education in a Private Nursery or Playgroup?	24
Free Early Education for 2 Year Olds	24
30 Hours Free Childcare for Working Parents	24
General Information and Advice	26
Complaints	26
Transport	26
General School Holiday Dates	26
Map of Local Authority-Maintained Nursery Provision within St Helens	27
Application Form	
Checklist for Applicants	
Where to get more help and information	

Information About Schools

Nursery education provides an 'early start' to education for children of pre-school age. Within a secure and stimulating environment, the pre-school child can learn through play and activities which stimulate the development of skills and encourage curiosity and a willingness to learn.

In addition, the opportunity to mix with other children is valuable (especially for those without brothers/sisters at home). Such interaction encourages social skills in addition to self-awareness, self-confidence and a sense of responsibility.

St Helens Local Authority provides nursery education in many parts of the Borough. Schools welcome visits from interested parents. However, we would recommend making an appointment beforehand.

Details of maintained nursery units attached to Primary Schools are on pages 10-22.

Please note: there is no obligation for your child to attend the school at which the nursery is based.

Types of Maintained Nursery Schools in St Helens

There are community, voluntary controlled and voluntary aided (faith) nursery schools in St Helens. A map on page 27 shows where the nurseries are located.

Academies

Academies are independently managed, all ability schools set up by sponsors from business, faith or voluntary groups in partnership with the Department of Education. Together they fund the land and buildings, with the government covering the running costs.

Community Schools

The Local Authority employs the staff on the recommendation of the Governing Body, owns the school's land and buildings and, as the admission authority, determines the oversubscription criteria for these schools (see page 9 for the oversubscription criteria).

Voluntary Controlled Schools

The school's site is normally owned by a church or voluntary organisation but the school is funded and controlled by the Local Authority. The Local Authority is responsible for pupil admissions and, therefore, determines the oversubscription criteria (see page 9 for the oversubscription criteria).

Voluntary Aided Schools

The Governing Body is the employer and the school's land and buildings are normally owned by the church or a charitable foundation and they contribute towards the capital costs of running the school. They are the admissions authority and, therefore, determine their own oversubscription criteria (see pages 14-22 for oversubscription criteria).

School Prospectus

The Governors of each school publish a prospectus that provides information about their school. As well as including details about school policies, educational needs and curriculum, there will be a summary of the National Curriculum assessment of the pupils in the school at the end of the appropriate Key Stage. The prospectus is available, free of charge, from each primary school mentioned in this booklet.

Ofsted Reports

Schools are inspected by the Office for Standards in Education (Ofsted). Copies of Ofsted reports are available from schools or can be viewed on the Ofsted website: www.ofsted.gov.uk

School Achievement and Attainment Tables

Annual School Achievement and Attainment Tables (formerly performance tables) are available online at www.education.gov.uk/schools/performance/index.html

Start and finish times of Nursery Sessions

As these vary, you should contact the school/nursery concerned.

Breakfast and After-School Clubs and Wrap-Around Care

Information on which schools provide breakfast, after-school clubs and wrap-around care can be obtained from the St Helens Family Information Service at: www.sthelens.gov.uk/fis

Wrap-Around Care

A number of schools are able to offer breakfast, after-school and wrap-around care, e.g. if your child attends a morning session and you wish them to stay in the afternoon, the school can offer this facility. The costs of wrap-around vary amongst providers and you should contact the school concerned for more information.

Prior to completing your application, you should check with individual schools to make sure that any 'out of school' provision is going to meet your needs.

Transfer to Reception Year

Parents should note that there is no guarantee that a child who has a place in a nursery will automatically secure a place at the infant/primary school to which the nursery is attached.

Parents must apply for a reception year place by completing their home Local Authority's Primary Admission Form. **St Helens Primary Education: Information for Parents** booklet gives details of policies for admission to reception year in St Helens Primary Schools. It is available on St Helens Council's website and Primary Schools in the autumn term prior to the child starting school. For example, if your child is 3 years old before 1st September 2022, they will be eligible for admission to reception year in September 2023. Therefore, you should complete the Primary Application Form between September 2022 and 15 January 2023.



Applying for a Nursery Place in a St Helens Local Authority-Maintained School

Admission Age

Children aged three on or before 31 August 2022 are eligible to be considered for a St Helens Local Authority nursery place for 15 hours per week beginning in September 2022. Children aged 3 after 31 August 2022 are eligible to be considered for a place from January (spring) 2023, and children aged 3 after 31 December 2022 are eligible to be considered admission for a place from April (summer) 2023. **Parents who apply for spring or summer term should note that places will have already been allocated to children who were aged 3 before 1 September and therefore the number of places available for the spring and summer term allocations will be limited.**

Application Timetable for a Nursery Place in the School Year 2022/2023

June/July 2021 - The website www.sthelens.gov.uk/admissions will be open for parents who wish to apply online from 7 June 2021. A copy of the Nursery Admissions Booklet and application form are available for parents to view or download from the above website.

23 July 2021 - Closing date for the submission of online applications or the return of paper application forms for children who will be aged 3 before 1 September 2022. Parents whose children will be 3 years old during the period 1 September 2022 and 31 March 2023, and wish their child to be considered for a nursery place for the term following their third birthday, should submit an application by 22 July 2022 for Spring 2023 or Summer 2023 admission.

Application Form

Please complete the application form at the back of this booklet or, alternatively, complete your application online (see below). **If your child is 3 after 31 August 2022 and you wish to apply for spring or summer 2023 admission, you only need to complete one application form which will automatically be rolled forward for consideration the following academic year, i.e. the school year commencing September 2023.**

You can state three schools and rank them in order of preference (see guidance below). Your application may include a mixture of different types of nurseries, for example Community, Voluntary Controlled and Voluntary Aided schools.

This application form is to secure 15 hours per week in a Maintained School Nursery. **30 Hours Free Childcare is only available to eligible families and may not be offered by all Maintained School Nursery Classes.** Once you have been allocated a place at a Maintained School Nursery, you should contact the school to check if they will be offering the extended entitlement. They will advise you of whether there are any places available. You can still take advantage of the extended entitlement if the Maintained Nursery is full or not offering the extended entitlement, by applying to a Private Nursery, Pre-school or childminder for the additional 15 hours. (More details on eligibility and how to apply are available on page 25.)

Please note:

- A copy of your child's birth certificate and proof of address **must** be attached to the application form. If you apply online, please forward this documentation to the Admissions Team (contact details are on the website). A copy of a recent utility bill, e.g. Council Tax, gas, electricity etc. or other similar documents are acceptable as proof of address. If you are seeking a maintained nursery place outside St Helens or within the private sector, please contact the relevant Local Authority or private provider.

Online Applications

You can make an online application for your child's nursery place. The online form asks for the same information as the paper form at the back of this booklet. The benefits of applying online are:

- it is quick and easy to use;
- there are simple instructions guiding you through the process;
- you can change your application up to the closing date;
- you will receive email confirmation that your application has been received;
- the offer of a school place will be sent via email, so you do not have to wait for the post.

For more information, please go to www.sthelens.gov.uk/admissions

Expressing and ranking your preferences for a Nursery School/Unit

A list of all nursery schools and units maintained by St Helens Local Authority can be seen on pages 10-21. It includes the name, address and telephone number of the school and the admission number. The application form asks parents to state three nurseries in order of preference so that if your first preference cannot be met due to oversubscription, your child may be considered for a place at your second or third preference nursery.

Please note:

- Parents will not be disadvantaged by stating more than one preference on the form, as every effort will be made to comply with a first preference.
- Second and third preferences will only be resorted to when a nursery is oversubscribed and a child cannot be allocated a place at the nursery which is their parents' first preference.
- It is important that you consider your preferences carefully and only submit a second or third preference if you are able to take up the offer of a place there.
- If no second or third preference is stated and you are unsuccessful in your application for your first preference nursery, no other nursery place will be offered. However, you will be supplied with a list of nursery schools/units with available places.

Changes of Preference

The Local Authority will not accept a change of preference after the closing date without proof of an exceptional change in circumstances, e.g. house move to another area or an older sibling has transferred schools. Where there is no evidence of an exceptional change in circumstances, the change of preference will be considered as a late application.

Late Applications

Applications (including agreed changes of preference) submitted after the closing date will only be considered alongside those who applied on time, when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

One Application per Child

The Local Authority will only accept one application per child for a school place. Where parents disagree on school preferences for their child, they must settle their differences between each other and submit only one form.

Definition of Home Address

This is the confirmed address (before allocation procedures begin) where the child and parent, or person with parental responsibility, normally live. If parents are separated and the child spends time at each parent's address, the address which receives Child Benefit will normally be used, but the Authority reserves the right to request other proofs as fit the individual circumstances. It may be necessary for the Authority to carry out checks to confirm that addresses given are genuine.

Any parent seeking to advantage their child's application for a school place by submitting a false address may have the offer of a place withdrawn once this is discovered.

Please note:

Any change in your home address, after your application has been submitted, must be notified to the Admissions Team and supported by documentary evidence. e.g. exchange of contract or tenancy agreement. Similarly, if you are unsuccessful in your application for your preferred nurseries and subsequently move address, you should notify the Admissions Team as this may affect your child's position on the waiting list(s).

False Information

Where the Local Authority discovers that a child has been awarded a place as a result of any false information, e.g. home address, date of birth, it will withdraw the offer.

The Local Authority has withdrawn offers of places to parents who made false declarations in previous years.

Notification of Decisions

Applicants for September 2022 admission will be sent a decision letter on 24 September 2021. **If your child is allocated a place, the session time will be confirmed at a later date by the head teacher of the nursery school/unit.**

Applicants for spring and summer term admission in 2023 will be sent decision letters on 23 September 2022.

2 Year Old Maintained Nursery Places

A small number of School Nurseries also offer places to 2 year olds. You should check with your preferred school for latest availability information. Alternatively, 2 year old nursery places can be secured at a wide range of other Private and Voluntary Sector providers or with Childminders.

(visit www.sthelens.gov.uk/schools-education/early-years/early-education-for-2-year-olds/ for details).

N.B.

You should contact the Private and Voluntary Sector Provider directly to secure a place at one of their settings.

To apply for a 2 year old place in a Maintained Nursery please contact your preferred school to request an application form.

How Places are Allocated

Admission Number

All nurseries have an admission number (i.e. the number of places available). The admission number for each St Helens maintained nursery school is published in this booklet under the details for each school.

If more applications are received than the number of places available at a nursery, then it is deemed to be oversubscribed. This means that the number of admissions has to be limited using the oversubscription criteria for that nursery.

Oversubscription Criteria for Community and Voluntary Controlled Nursery Schools in St Helens

Please note that having an elder brother/sister in the school to which the nursery unit is attached is not taken into account when allocating places.

If more applications are received than the number of places available, the Local Authority will use the following criteria, in order of priority, for deciding how places will be allocated:

1. looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²;
2. children resident within St Helens who have been identified as a Priority Nursery Applicant under the Local Authority's Priority Nursery placement procedure;
3. children resident in the Borough of St Helens;
4. children resident outside the Borough of St Helens.

¹A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Local Authority will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc.), the Local Authority's policy is to admit the other twin etc. too, even if that means going above the admission number for the school concerned. However, it is not possible to do this where the admission would breach the staff to pupil ratio. In that situation, only one place will be offered and the parent has to decide which child will take up the place, if any.

Priority Nursery Applicants

If you consider that your child has additional needs and should be considered under criterion 2 above, please contact The Bridge Centre (the address is given on the 'Where to get more help and information' page at the back of this booklet) prior to completing the application form.

Remember: there is no guarantee that a child who attends a nursery class of a school will automatically secure a place in the reception class of that school.

Community Nursery Schools in St Helens and Number of Places

Please note: the number of 30 hour offers will depend on availability of places

Nursery School	Number of Places	Telephone Number	Head Teacher
Rainhill Community Nursery Deepdale Drive Rainhill Merseyside L35 4NW	80 part-time	01744 677635	Miss E. Nicholson (Head Teacher)

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis



Nursery Units attached to Community Primary Schools in St Helens and Number of Places

Please note: the number of 30 hour offers will depend on availability of places

School	Number of Places	Telephone Number	Head Teacher
Allanson Street Primary Gaskell Street St Helens WA9 1PL	60 part-time	01744 678144	Mrs. L Dingsdale
Ashurst Primary New Glade Hill Off Chain Lane Blackbrook St Helens WA11 9QJ	26 part-time	01744 678150	Mrs. L. Houghton
Broad Oak Community Primary Brunswick Street Parr St Helens WA9 2JE	65 part-time	01744 752340	Mrs. M. Hignett
Carr Mill Primary Kentmere Avenue St Helens WA11 7PQ	52 part-time	01744 678223	Mr. A. Maley
Chapel End Primary Carr Mill Road Billinge, Wigan WN5 7TX	52 part-time	01744 678230	Mr. C. Hewitt
Eaves Primary Eaves Lane Marshall's Cross St Helens WA9 3UB	26 part-time	01744 812700	Mrs. N. Kearney
Eccleston Mere Primary Saleswood Avenue Eccleston St Helens WA10 5NX	52 part-time	01744 734829	Mr. R. Mugan
Grange Valley Primary Heyes Avenue Haydock St Helens WA11 0XQ	80 part-time	01744 678300	Mrs. D. Holcroft (Executive Head Teacher)

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Nursery Units attached to Community Primary Schools in St Helens and Number of Places

Please note: the number of 30 hour offers will depend on availability of places

School	Number of Places	Telephone Number	Head Teacher
Legh Vale Primary Early Years & Childcare Centre Legh Road Haydock St Helens WA11 0ER	100 part-time	01744 678330	Mr. A. Howard
Lyme Community Primary Lyme Street Newton-le-Willows WA12 9HD	35 part-time	01744 678350	Mrs. M. Cribb
Merton Bank Primary Roper Street St Helens WA9 1EJ	26 part-time	01744 22104	Mrs. M. Clark
Newton-le-Willows Primary Sanderling Road Newton-le-Willows WA12 9UF	52 part-time	01744 678390	Mrs. L. Chisnall
Rivington Primary Tennis Street North St Helens WA10 6LF	52 part-time	01744 678493	Miss G. Chalk
Robins Lane Community Primary Robins Lane St Helens WA9 3NF	26 part-time	01744 678503	Mr D. Spruce
Sherdley Primary Mill Lane Sutton St Helens WA9 4HA	52 part-time	01744 678683	Mr. A. McCoy
Sutton Manor Community Primary Forest Road Sutton Manor St Helens WA9 4AT	26 part-time	01744 678700	Mrs. M. Gladman

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Nursery Units attached to Community Primary Schools in St Helens and Number of Places

Please note: the number of 30 hour offers will depend on availability of places

School	Number of Places	Telephone Number	Head Teacher
Thatto Heath Community Primary Hobart Street Thatto Heath St Helens WA9 5QX	80 part-time	01744 678710	Mrs. C. Ireland
Willow Tree Primary Willow Tree Avenue Off Leach Lane St Helens WA9 4LZ	52 part-time	01744 678730	Mr. S. Perkins

Nursery Units attached to Voluntary Controlled Primary Schools in St Helens and Number of Places

Please note: the number of 30 hour offers will depend on availability of places

School	Number of Places	Telephone Number	Head Teacher
Sutton Oak CE Primary Goodban Street Sutton St Helens WA9 3QD	52 part-time	01744 678690	Mr. I. Williams
The District CE Primary Patterson Street Newton-le-Willows WA12 9PZ	26 part-time	01744 678250	Mrs. L. Shelford
Wargrave CE Primary Bradlegh Road Newton-le-Willows WA12 8QL	80 part-time	01744 678720	Mrs. D. Holcroft (Executive Head Teacher)

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Community Nursery Units attached to Voluntary Aided Schools in St Helens and Number of Places

Please note: the number of 30 offers will depend on availability of places

School	Number of Places	Telephone Number	Head Teacher
Corpus Christi Catholic Primary Old Lane Rainford St Helens WA11 8JF	39 part-time	01744 678102	Mrs. S. Birchall
Rectory Church of England Primary Rectory Road Ashton in Makerfield Wigan WN4 0QF	52 part-time	01744 678470	Mrs. L. Speed (Executive Head Teacher)

Nursery Units attached to Academy Schools in St Helens and Number of Places

Please note: the number of 30 offers will depend on availability of places

School	Number of Places	Telephone Number	Head Teacher
St.Mary & St.Thomas' Church of England Primary Barton Close St Helens WA10 2HS	52 part-time	01744 734320	Mrs. L. Lewis

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Voluntary Aided (Catholic) Nurseries Oversubscription Criteria and Number of Places

Important

If you state a preference for a Catholic nursery, it is important that you complete the Faith questions on the application form (paper and online) and submit the documentary evidence that is requested.

The Governing Bodies of Voluntary Aided Catholic schools are the admission authority for their school and, therefore, determine their own oversubscription criteria, which are detailed on the following pages. If you are applying for a place at a Catholic school, you should check the oversubscription criteria carefully. This is particularly important if you do not belong to the same religious denomination as the school.

Please note: the number of 30 hour offers at the following schools will depend on availability of places

School	Number of Places	Telephone Number	Head Teacher
Haydock English Martyrs' Catholic Primary Piele Road, Haydock St Helens WA11 0JY	26 part-time	01942 723552	Miss K. Prescott

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Oversubscription Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Baptised Catholic looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²;
2. *Baptised Catholic children living in the Parish of Haydock English Martyrs;
3. +Looked After Children and previously Looked After Children other than Catholic;
4. Children with brothers and sisters in the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who is living at the same address and is part of the same family unit;
5. *Baptised Catholic children living in other Catholic Parishes outside the area as defined in (2) above;
6. Children whose parents express a preference for a place at the school.

¹A looked after child is a child who (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

*Baptised Catholic means within the policies and practices relating to school admissions, any child who, before the allocation procedures begin, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception into the Church will be required, in accordance with Archdiocesan Advice on this matter. A copy of the advice may be obtained at the school.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Admissions Committee will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Where the tie-break does not distinguish between applicants, e.g. twins or triplets living in the same house or children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Please note:

Attendance in the nursery class does not guarantee admission to the school.

A separate application must be made for transfer from nursery to primary.

School	Number of Places	Telephone Number	Head Teacher
Holy Cross Catholic Primary School Charles Street St Helens WA10 1LN	26 part-time	01744 678319	Mrs. C. Gillespie

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Oversubscription Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²;
2. *Baptised Catholic children living in the Parishes of St.Mary's, Lowe House and Holy Cross and St.Helen;
3. Children with brothers and sisters in the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit;
4. Children with special needs, providing such application is submitted with appropriate evidence or reports from a doctor, social worker or health visitor;
5. Children whose parents express a preference for a place at the school.

¹A looked after child is a child who is (a) in the care of a local authority, or (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

*Baptised Catholic means within the policies and practices relating to school admissions, any child who, before the allocation procedure begins, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception into the Church will be required, in accordance with Archdiocesan Advice on this matter. A copy of the advice may be obtained at the school.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Admissions Committee will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. twins or triplets living in the same house or children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Please note:

Attendance in the nursery class does not guarantee admission to the school.

A separate application must be made for transfer from nursery to primary.

School	Number of Places	Telephone Number	Head Teacher
Holy Spirit Catholic Primary School Brunswick Street St Helens WA9 2JE	40 part-time	01744 678670	Mrs. M. Ravey

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Oversubscription Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²; Where applications are received from Catholic and non-Catholic looked after children, they will respectively be admitted to the school in this priority order;
2. *Baptised Catholic children living in the Parish of St.Vincent de Paul or the former Parishes of Our Lady, Mother of God, and St.Joseph's;
3. *Baptised Catholic brothers and sisters of children attending the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit;
4. Children who are other than Catholic who have a brother or sister at the school at the time of likely admission. This includes half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who is living at the same address and is part of the same family unit.
5. *Baptised Catholic children who, having been assessed by the Local Authority, have needs as defined by Part III of the Children Act 1989 (Section 17 [10]);
6. Children who, having been assessed by the Local Authority, have needs as defined by Part III of the Children Act 1989 (Section 17 [10]);
7. *Baptised Catholic children from other Parishes;
8. Children from other Christian denominations. Proof of Baptism, in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community, from an appropriate Minister of Religion is required;
9. Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their Faith group;
10. Children whose parents express a preference for a place at the school.

¹A looked after child is a child who is (a) in the care of a local authority, or (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

*Baptised Catholic means within the policies and practices relating to school admissions, any child who, before the allocation procedures begin, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception into the Church will be required, in accordance with Archdiocesan Advice on this matter. A copy of the advice may be obtained at the school.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Admissions Committee will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. twins or triplets living in the same house or children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Please note:

Attendance in the nursery class does not guarantee admission to the school.

A separate application must be made for transfer from nursery to primary.

School	Number of Places	Telephone Number	Head Teacher
St.Anne's Catholic Primary School Monastery Lane Sutton, St Helens WA9 3SP	52 part-time	01744 671909	Mrs. R. Crolla

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Oversubscription Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Baptised Catholic looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²;
2. *Baptised Catholic children living in the Parish of St.Anne and Blessed Dominic or the former Parish of St.Joseph's;
3. †Looked After Children and previously Looked After Children;
4. Children with brothers and sisters in the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit;
5. *Baptised Catholic children living in other Catholic Parishes. Other children from outside the areas as defined in (2) above;
6. Children whose parents express a preference for a place at the school.

¹A looked after child is a child who is (a) in the care of a local authority, or (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

*Baptised Catholic means within the policies and practices relating to school admissions, any child who, before the allocation procedure begins, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception into the Church will be required, in accordance with Archdiocesan Advice on this matter. A copy of the advice may be obtained at the school.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Admissions Committee will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. twins or triplets living in the same house or children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Please note:

Attendance in the nursery class does not guarantee admission to the school.

A separate application must be made for transfer from nursery to primary.

School	Number of Places	Telephone Number	Head Teacher
St.Austin's Catholic Primary School Heath Street St Helens WA9 5NJ	50 part-time	01744 678000	Mrs. P. Wade

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Oversubscription Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Baptised Catholic looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²;
2. *Baptised Catholic children living in the Parishes of St.Austin's, Our Lady's Portico and the former Parish of Sacred Heart;
3. †Looked After Children and previously Looked After Children other than Catholic;
4. Children with brothers and sisters in the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit;
5. Children resident within the Borough of St Helens, who, having been assessed by the Local Authority, have needs as defined by Part III of the Children Act 1989 (Section 17 [10]);
6. *Baptised Catholic children from Parishes outside those defined in 2;
7. Children whose parents express a preference for a nursery place at the school. Within this category, priority will be given to children who reside in the Borough of St Helens.

¹A looked after child is a child who is (a) in the care of a local authority, or (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

*Baptised Catholic means within the policies and practices relating to school admissions, any child who, before the allocation procedure begins, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception into the Church will be required, in accordance with Archdiocesan Advice on this matter. A copy of the advice may be obtained at the school.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Admissions Committee will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. twins or triplets living in the same house or children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Please note:

Attendance in the nursery class does not guarantee admission to the school.

A separate application must be made for transfer from nursery to primary.

School	Number of Places	Telephone Number	Head Teacher
St.Mary's Catholic Primary, Blackbrook, Chain Lane, St Helens WA11 9QY	52 part-time	01744 678161	Mrs. J. Ashton

Please contact the school for details of oversubscription criteria.

School	Number of Places	Telephone Number	Head Teacher
St.Mary's Catholic Infants, Victoria Road Newton-le-Willows WA12 9RX	52 part-time	01744 678357	Mrs. D. Rigby (Interim Executive Head)

For details about Breakfast and After School clubs and Wrap-Around care, visit the Family Information Service website at: www.sthelens.gov.uk/fis

Oversubscription Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order₁. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted₂;
2. *Baptised Catholic children living in the Parishes of St.Mary and St.John, St.David and St.Patrick's Parishes in Newton-le-Willows;
3. *Baptised Catholic children who have a brother or sister at St.Mary's Infants or St.Mary's Junior School at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit;
4. *Baptised Catholic children from other Parishes;
5. Children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker;
6. Children whose parents express a preference for a place at the school.

¹A looked after child is a child who is (a) in the care of a local authority, or (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

*Baptised Catholic means within the policies and practices relating to school admissions, any child who, before the allocation procedure begins, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception into the Church will be required, in accordance with Archdiocesan Advice on this matter. A copy of the advice may be obtained at the school.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Admissions Committee will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. twins or triplets living in the same house or children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Please note:

Attendance in the nursery class does not guarantee admission to the school.

A separate application must be made for transfer from nursery to primary.

School	Number of Places	Telephone Number	Head Teacher
St. Theresa's Catholic Primary School Cannon Street Sutton, St Helens WA9 4XU	35 part-time	01744 678652	Mrs. S. Johnson

Oversubscription Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Baptised Catholic looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²;
2. ⁺Looked After Children and previously Looked After Children other than Catholic;
3. Children who, having been assessed by the Local Authority, have needs as defined by Part III of the Children Act 1989 (Section 17 [10]) and who may be admitted at an earlier age depending upon their needs;
4. *Baptised Catholic children living in the Parish of St. Theresa of the child Jesus;
5. *Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit;

6. *Baptised Catholic children living in other Catholic Parishes;
7. Children who are other than Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit;
8. Children from other Christian denominations. Proof of Baptism, in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community, from an appropriate Minister of Religion is required;
9. Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their Faith group;
10. Children whose parents express a preference for a place at the school.

¹A looked after child is a child who is (a) in the care of a local authority, or (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

²A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

*Baptised Catholic means within the policies and practices relating to school admissions, any child who, before the allocation procedure begins, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception into the Church will be required, in accordance with Archdiocesan Advice on this matter. A copy of the advice may be obtained at the school.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Admissions Committee will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. twins or triplets living in the same house or children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Please note:

Attendance in the nursery class does not guarantee admission to the school.

A separate application must be made for transfer from nursery to primary.

Waiting-Lists

There is no right of appeal against the refusal of a nursery place.

If your preference for a nursery school in St Helens is refused, your child's name will automatically be placed on that school's waiting-list. You may wish to consider other St Helens nurseries with available places. A list of those nurseries will be sent with decision letters.

Please note:

- The waiting-lists are kept in priority order according to the published oversubscription criteria and not on the date on which applications were received.
- Your child's position on the waiting-list may change depending upon withdrawals, late applications or people moving address.
- When prospective pupils withdraw, places vacated are filled by children from the waiting-list.
- The waiting list will operate once the main allocation process is completed and will run until the end of the 2022/2023 academic year.

Free Nursery Education Places

All 3 and 4 year olds are eligible to 15 hours of free early education over no fewer than 38 weeks of the year.

In St Helens, part-time free early education places are available at the following registered childcare providers:

- in maintained school nursery classes
- in maintained nursery schools
- in private day nurseries
- in pre-school playgroups
- with childminders

When can my child start?

Children are eligible for a free early education place in a private day nursery or pre-school playgroup if they are three on or before:

- 31 August to start in the autumn term (September)
- 31 December to start in the spring term (January)
- 31 March to start in the summer term (April)

These 'providers' of early education are either part of the State-maintained education system or run by private, voluntary or independent sector organisations.

What is the difference between State and private providers?

All providers of early education are regularly inspected by the Office for Standards in Education (Ofsted), to check that the early learning and care is satisfactory.

State-Maintained Providers

When we talk about State or 'maintained' providers of early education, we are mainly referring to nursery classes which are based in schools.

Children usually attend these classes either five mornings or five afternoons a week during the school term.

Private Providers

When we talk about private providers of early education, we are mainly referring to day nurseries, pre-school playgroups and childminders.

These can be open term-time only or all-year-round or even a mixture of both. In addition, some pre-school playgroups are based within schools, run by schools and there are also a small number of private and voluntary managed organisations offering provision on school sites.

When can I use the 15 hours?

You may use the 15 hours flexibly over the week, but remember that providers may not be able to offer exactly what you want. However, providers should listen to your needs and try to adapt the delivery of their sessions to accommodate you in a way that will allow them to continue as a viable business. Please also remember, that whilst flexible provision may be helpful for you, it is important to appreciate the need for continuity for your child. For example, they will make friends on the days they attend and become familiar with staff/key workers. It is also important to remember that you will not be able to change your provider or days/hours part way through a term, unless circumstances are exceptional.

If your child is looked after for a longer period than the education place runs, then you will be required to pay the additional costs. For example, if your child attends a day nursery full-time for five days a week, then you will only get some of that time for free, you will have to pay the nursery the remainder (unless you are eligible to 30 Hours Free Childcare - please see later section).

How does my child access early education in a private nursery or playgroup?

You need to contact the nursery or playgroup of your choice to check availability and apply for a place for your child. To view details of the private, voluntary and independent providers, visit the Family Information Service website at: www.sthelens.gov.uk/fis. **The application form at the back of this booklet is for maintained nurseries only.**

Once you have secured a place, or if your child already attends a Local Authority-approved nursery, playgroup or childminder (the provider should be able to inform you whether or not they are approved for early education), then you need to complete a Parental Contract. Contracts will be available from the provider with whom you have secured a place.

The private nursery, playgroup or childminder will claim grant funding direct from the Local Authority (LA) in order to give your child a funded early education place, you will not see any monies or vouchers.

Only those providers who offer early education approved by the Local Authority are eligible to claim grant funding.

Free Early Education for 2 year olds

From September 2013, the government extended the 15 hours of free early years education for 3 and 4 year olds to a limited number of eligible 2 year olds.

2 year old children will be eligible if the family receives one or more of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax.
- Tax Credits provided you have an annual gross income of no more than £16,190
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of state Pension Credit
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- The child has a current Education, Health and Care Plan (EHCP)
- The child attracts Disability Living Allowance
- The child is Looked After by the Local Authority or has left care through an adoption order, residence order or special guardianship order (proof required either from your social worker or legal documentation)

Further information and application forms are available online at www.sthelens.gov.uk/free2

How do I get more information?

For further information about free part-time places for 2, 3 and 4 year olds in the voluntary, private and independent sector nurseries, playgroups or childminders, please telephone the Free Early Education Team 01744 676542, 01744 676541, 01744 676557 or visit www.sthelens.gov.uk/fis

30 Hours Free Childcare for Working Parents

From September 2017 working parents will be eligible to receive an additional 15 hours of free early education totalling 30 hours per week over a minimum of 38 weeks of the year, for children aged 3 or 4.

Parents of three and four olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours National Minimum or Living Wage over the coming three months
- This equates to £142.56 a week (c.£7,384 a year) for each parent over 23 years old or £133.76 a week (or c.£6,900 a year) for each parent between 21 and 22 years old.
- This applies whether you are in paid employment, self-employed or on a zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or contribution-based Employment and Support Allowance.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-British/Irish citizen, you (or your partner) must have a National Insurance number as well as either settled/pre-settled status or permission to access public funds.

Parent means a person who has parental responsibility for the child or care of the child. In cases where a parent has remarried or is living with a partner, the step-parent or partner must also meet the earnings threshold. Foster carers are eligible for the extended entitlement for the children that they foster. Working includes employed persons, self-employed persons and parents on zero hour contracts who meet the criteria.

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-British/Irish Citizen and subject to immigration control (and has no recourse to public funds)

When a parent loses eligibility:

- They will receive a "grace period" - this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

30 hours Free Childcare in Maintained School Nursery Classes and Maintained Nurseries

Due to restrictions on space, not all Maintained School Nurseries will offer 30 Hours Free Childcare Places. The Local Authority will **not** be allocating places for the 30 Hours Free Childcare in maintained Nurseries.

You should contact your preferred schools to determine whether they will be offering the 30 Hours Free Childcare, or use the 30 Hours Free Childcare Search utility on the Family Information Website at <https://familyinfoservice.sthelens.gov.uk/synergy/publicenquiry/>

Once you have been allocated a place for 15 hours per week at a Maintained School Nursery, if you wish to apply for the extended entitlement of 30 hours you should check availability of places and apply directly to the school. In the term before your child is due to start in the 3 and 4 year old nursery, you will need to first apply through the Childcare Choices website at <https://www.childcarechoices.gov.uk/> to check your eligibility and obtain a code.

You should take this code to your preferred childcare provider to secure your place. If the Maintained School Nursery has places they will confirm the extended entitlement place with you or you can access the additional 15 hours free childcare through a second registered provider, at a private nursery or childminder.

General Information and Advice

Complaints

Nursery education is a non-statutory service, and whilst every effort will be made to offer your child a place at your preferred nursery, this may not always be possible.

If you have a complaint about any aspect of the allocation procedure for St Helens Local Authority-maintained nurseries, please write to the Director of Children and Young People Services in the case of Community and Voluntary Controlled Nurseries. For Voluntary Aided Nurseries, write to the Chair of the Governing Body.

However, it should be noted that there is no right of appeal against the decision not to allocate a place at a nursery.

Transport

It is the parent/carer's responsibility to secure his/her child's regular attendance at a nursery, and to ensure that his/her child is able to get to and from the nursery school/unit by whatever means is available to them.

In the pre-school (nursery) age range, local authorities have a statutory duty to consider whether arrangements for free transport are necessary to facilitate the attendance of children at nursery units. In practice, very few pre-school (nursery) children are given assistance with transport.

Although each application will be considered on its individual merits, transport will normally be provided free of charge by the Authority only when the child has been assessed under Part III of the Children Act 1989 as having special needs, and the journey from home to the nearest nursery school/unit within the Borough is in excess of two miles.

Applications for assistance should be made to the Bridge Centre at the address given at the back of this booklet.

General School Holiday Dates

Academic Year 2022 - 2023

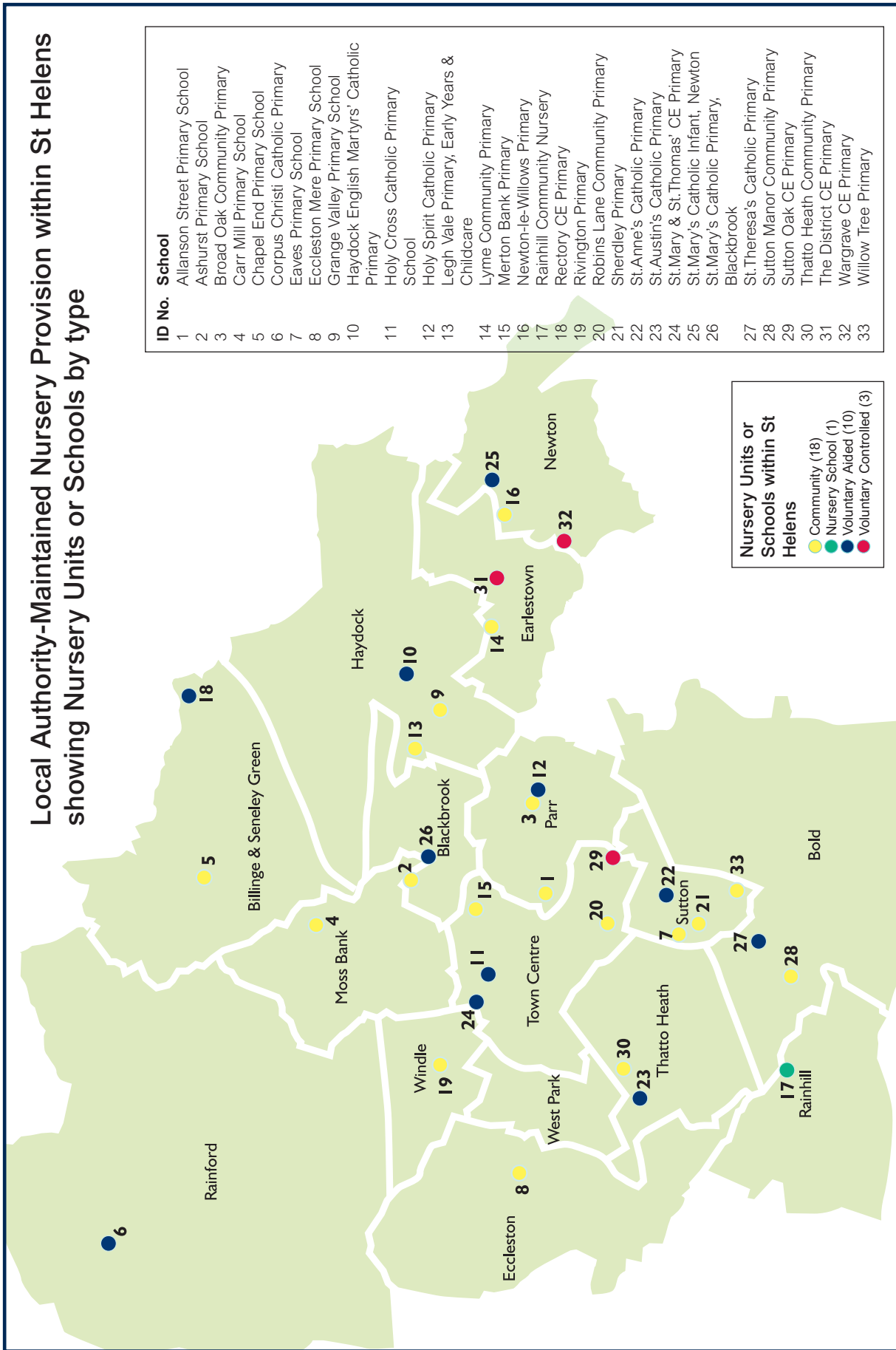
Close	Re-open
	Morning of Thursday 1 September, 2022
Evening of Friday 21 October, 2022	Morning of Monday 31 October, 2022
Evening of Wednesday 21 December, 2022	Morning of Wednesday 4 January, 2023
Evening of Friday 10 February, 2023	Morning of Monday 20 February, 2023
Evening of Friday 31 March, 2023	Morning of Monday 17 April, 2023
May Day: Monday 1 May, 2023 (Bank Holiday)	
Evening of Friday 26 May, 2023	Morning of Monday 5 June, 2023
Evening of Wednesday 19 July, 2023	

Please note:

These are the general school holiday dates for 2022 - 2023, therefore dates should be confirmed with individual schools before any family holidays are booked.

LA-Maintained Nursery Provision within St Helens

Local Authority-Maintained Nursery Provision within St Helens showing Nursery Units or Schools by type



The material contained in this plot has been reproduced from an Ordnance Survey Map with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright, St Helens Council. LA100018360

Nursery Admission Form

Academic Year 2022/2023

Part 1



Application Timetable:

Child's Age	Term Eligible for Admission	Application Closing Date	Decision Letter Sent
3 on or before 31 August 2022	Autumn - September 2022	23 July 2021	24 September 2021
3 on or before 31 December 2022	Spring - January 2023	22 July 2022	23 September 2022
3 on or before 31 March 2023	Summer - April 2023	22 July 2022	23 September 2022

If your child is 3 after 31 August 2022, you only need to complete one application form as this will automatically be rolled forward for consideration for a place for the academic year commencing September 2023.

Do you wish to apply for admission the term after your child's third birthday i.e. Spring 2023 and Summer 2023. Yes No

If no, your application will be considered for admission in the September after your child's third birthday.

Parents who apply for the spring or summer term admission should note that places will have already been allocated to children who were aged 3 before 1 September, and therefore the number of places available for the 2023 spring and summer term allocations will be limited.

Section 1

Your Child's Details

Surname Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Legal surname, if different from above

First Name(s) Sex (please tick) Male Female

Home Address

Postcode Daytime telephone number (if any)

Email

Is the child in the care, or previously been in the care, of a Local Authority, or being provided with accommodation by a Local Authority under Section 22(1) of the Children Act 1989? Children previously in public care are those immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. Yes No

Does your child currently attend a nursery? Yes No

If yes, please give the name of the nursery

Section 2

Preference for Nursery Schools

Please name up to three nurseries in order of preference. Your preferences may include Community, Voluntary Controlled and Voluntary Aided Nurseries. Remember: if only one nursery is named and you are unsuccessful in your application for that nursery, no other nursery will be allocated. **If you wish to apply for a Private, Voluntary, or Independent Playgroup or Nursery, you need to contact them directly.**

PREFERENCE	NAME OF NURSERY
1st preference	
2nd preference	
3rd preference	



Section 3

If any of your three stated preferences is for a Catholic Nursery, please ANSWER the questions below.

Applicants for Catholic Nursery Schools only

1. Is your child baptised Catholic? Yes No

Date of Baptism

Church of Baptism

Catholic Parish of residence

Please attach a copy of your child's Baptismal Certificate. If you do not have a certificate and your child was baptised in the parish which the school serves, then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish and you do not have a certificate, you will need to obtain proof from the relevant parish to confirm that your child is a baptised Catholic.

2. Will your child have a sibling at the school at the time of their likely admission? Yes No

If yes, please detail name and date of birth:

Name Date of Birth

3. Is your child baptised in another Christian Faith? Yes No

Date of Baptism

Church of Baptism

If yes, please attach a copy of your child's Baptismal Certificate

4. Is your child a member of another Faith group? Yes No

If yes, please attach a letter from the appropriate Minister of Religion

PLEASE NOTE:

- A copy of your child's birth certificate and proof of address must be attached to this application form, e.g. utility bill.
- If you are applying for a Catholic Primary School and your child is baptised, you should provide proof of baptism before the allocation procedure begins.
- Your attention is drawn to page 7 of the booklet where you are advised to state a 1st, 2nd and 3rd preference of a nursery and note that changing your preferences **AFTER** the closing date could mean that your application will be treated as late.
- You will need to apply separately for a primary school place for your child, **please see page 5 of this booklet.**

Nursery Admission Form

Part 2

Academic Year 2022/2023



Child's name Date of Birth

Section 4

Preference for Session Time

Please tick whether you prefer a morning (am) or afternoon (pm) place and if there are any particular reasons for your preference. Some schools may be able to offer flexible arrangements, but this will depend upon demand for places. The times of the sessions vary from nursery to nursery, so you should contact the nursery concerned to confirm their times.

Reason for preferred session

AM	<input type="checkbox"/>	
PM	<input type="checkbox"/>	
EITHER	<input type="checkbox"/>	

Section 5

Parents'/Carers' details

Mother/Carer's name	Father/Carer's name
.....
Email	Email
Home Telephone	Home Telephone
Daytime Telephone	Daytime Telephone
Mobile Telephone	Mobile Telephone
Address	Address
.....

Parent/Carer Signature

I have noted the information in the current 'Nursery Education: Information for Parents' booklet and declare that the information given on this form is accurate and subject to verification.

I also understand that the information provided on this form will be processed in accordance with the requirements of the Data Protection Act 1998. It will be treated as confidential and will only be used for the purposes of the provision of education services and education funding. In connection with this purpose, the information may be shared with schools. It may also be processed or shared with any organisation in the interests of preventing fraud, criminal offences and to ensure child health, welfare and protection.

I am the parent or have parental responsibility for the child named

Signature (Parent/Carer) Date

PLEASE ENSURE THAT BOTH PART 1 AND PART 2 OF THE APPLICATION FORM ARE COMPLETED AND RETURNED TO ONE OF YOUR PREFERRED NURSERIES OR THE ADMISSIONS TEAM, ATLAS HOUSE, CORPORATION STREET ST HELENS WA9 1LD BY THE RELEVANT CLOSING DATES: **23 JULY 2021 FOR SEPTEMBER 2022 ADMISSION, 22 JULY 2022 FOR JANUARY 2023 OR APRIL 2023 ADMISSION.**

School/Admissions Office Use Only	D.o.B. Confirmed:	Address Confirmed:	Baptism Confirmed: (Catholic schools only)	Signed:

Proof of Receipt

I acknowledge receipt of your request that your child be considered for a nursery place at

Signed Primary School/Admissions Section Date

(delete as appropriate)

***Please retain this slip until the outcome of your application is known.**

Data Privacy

The information provided on this form will be processed in accordance with the Local Authority's School Admissions Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2021.

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations including the Department for Education (DfE), local authorities, police and HM Revenue and Customs. The data protection legislation gives rights to those individuals whose data is held.

These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer - dataprotection@sthelens.gov.uk
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, your application for a school place cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full Privacy Notice is available on the School Admissions Webpage. By signing this declaration you are declaring that you have read and understood the terms of the notice.

If you have any concerns about how the Local Authority is handling your data, you can contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Signature of Parent/Carer

I am the parent or have parental responsibility for the child named on this application. I have read the guidance notes on pages 1 and 2 and the below checklist.

Signature (Parent/Carer): Date:

Application Checklist

Please read the booklet before completing the application form:

Section 1 Child's Details

- The address given must be where the child and parent, or person with parental responsibility, normally live. If parents are separated and the child spends time at each parent's address, the address used shall be that of the main carer. The Local Authority will use the address of the parent who is in receipt of Child Benefit for this. **Proof of address is required, such as a recent utility or Council Tax bill.**

Section 2 Preferred Schools

- Please refer to page 7 of the booklet.

Section 3 Applications for Catholic nurseries

- If any of your three stated preferences is for a Catholic nursery, please answer the questions in this section and **ensure you attach, where appropriate, the evidence that the school would require to enable them to consider your child's application under their higher priority Faith criteria, e.g. Baptismal Certificate.**

Section 4

Please indicate your preferred session.

Section 5 Parents'/Carers' Details

- Please complete this section (ensure that you include the child's name and date of birth) - the Admissions Team needs this information to contact you in case of a query. Please remember to sign and date your form before returning it.

Returning the Admission Form/Proof of Receipt

Please return your completed form with a copy of your child's birth certificate and proof of address, e.g. Council Tax or utility bill, to the Admissions Team, Atlas House, Corporation Street, St Helens WA9 1LD or, if you wish, one of your preferred nursery schools.

You will be issued with a receipt - please keep it safe as proof of your application.

Please note: If you applied online, an email receipt will be sent to you.

Where to get more help and information

The information contained in this booklet is important. If you need any further help in applying for a nursery school place, please contact:

Admissions Team

Atlas House, Corporation Street, St Helens WA9 1LD

01744 671035

Other useful telephone numbers

Special Educational Needs

01744 671106

The Bridge Centre, Moss Bank Children's Centre, Kentmere Avenue, Moss Bank, St Helens WA11 7PQ

01744 673131/673132

St Helens Family Information Service

01744 676789



Contact Centre:

Wesley House, Corporation Street,
St Helens WA10 1HF

Tel: 01744 676789

Minicom: 01744 671671

www.sthelens.gov.uk/contactus

Please contact us to request a translation of Council information into Braille, audio tape or a foreign language.

Proviso

The information contained in this booklet is applicable to the school year 2022/2023 and was correct as at 31 August 2021. It should not be assumed, therefore, that there will be no changes:

- (1) before the start of or during the 2022/2023 school year, or
- (2) subsequent years



ST HELENS
BOROUGH COUNCIL

Children & Young People Services
School Admissions Team
Atlas House
Corporation Street
St Helens
WA9 1LD

Tel: 01744 671035
Fax: 01744 674430

schooladmissions@sthelens.gov.uk
www.sthelens.gov.uk



EQUALITY
FRAMEWORK
FOR LOCAL
GOVERNMENT
ACHIEVING

