

Nursery & Infants Admissions Policy



St John's College, Cardiff

NURSERY & INFANTS ADMISSIONS POLICY

This policy applies to the following section/s of the School:
Nursery and Infant School

Version: September 2025

Entrance Procedures for the Nursery and Infant School

All potential pupils are invited to visit the school and spend time in the learning environment where they will be observed and assessed as appropriate to their age. We appreciate that this visit may be daunting for younger children and, therefore, we are mindful of this during their time with us.

Parents must complete the Pre-Admission Form before their visit session and advise school if they are aware of, or suspect, that their child has any development issues. If we believe the potential pupil is not ready to begin their formal education, their place may be deferred for assessment at a later date.

Any age-appropriate assessments will be administered on a one-to-one basis, and pupils will be encouraged to feel relaxed and do their best in order for us to gain an understanding of their current attainment and potential.

A report or reference may be sought from the pupil's current or previous school.

Available places may be offered based on the following:

- Suitability of personal, social and educational development as observed and/or assessed by staff on the visit day;
- Order of registration date;
- Children of current members of staff;
- Siblings of current pupils or previous family connections;
- If requested, a positive report from the child's present Nursery or school.

Nursery (3 – 4 year-olds)

Children are able to attend the Nursery Department at the beginning of the term or half term following their third birthday. Children are able to attend full time or part time. Part time may consist of either three full days or five mornings, and any changes to this pattern would need to be discussed with the Head of Nursery.

The Nursery has a maximum of seventeen places.

Pupils are able to attend Nursery subject to:

- The child being toilet trained;
- The child being ready for our educational setting;
- Places being available.

Children are invited to visit for two half-days in the Nursery and are informally assessed during this time by Nursery staff to establish whether they are ready to start. The session will run from 9:00 -11:30am and the visiting child will be observed playing and interacting with the other children. They will be encouraged to participate in a range of activities as part of normal classroom provision and, if appropriate, may complete an age-appropriate informal assessment. Feedback will be given at the end of the session/s.

Infants (5 – 7 year-olds)

Pupils join the Infant department in their chronological year group. This means that those aged 4 on 1st September in the year of entry enter R5 (Rising 5), those aged 5 on 1st September in the year of entry enter R6 (Rising 6), whilst those aged 6 on 1st September enter R7 (Rising 7).

Priority for places in R5 will be given to those children who have attended our Nursery.

Pupils applying for the beginning of R5 are invited to visit for two half-days. These sessions will take place in the Nursery alongside their current cohort. The session will run from 9:00 - 11:30am and the visiting child will be observed playing and interacting with the other children. They will be encouraged to participate in a range of activities as part of normal classroom provision and, if appropriate, may complete an age-appropriate informal assessment. Feedback will be given at the end of the session/s.

Pupils applying to start in R5 (once the year has begun), R6 or R7 are invited to spend a day in the Infant School and, during this time, will be observed playing and interacting with the other children and complete age-appropriate assessments in Literacy and Maths. Some children may be asked to attend for a second day if staff feel it is necessary to learn more about their personal and academic development.

Under normal circumstances, R5 to R7 can have up to sixteen children per class; this also applies to Junior class sizes. If, at the time of enquiry, classes are full, parents will be placed on a waiting list until a place becomes available.

Transition to Junior School

Under normal circumstances, children in R7 will automatically transfer to the Junior School.

In unusual circumstances, where it is thought that it is in the best interests of the child for them not to transfer to the Junior School, parents will be involved in discussions with the Head teacher and Head of Infant School to explain the reasons for this decision and will be notified by the end of the Lent Term.