



Inspire, Enjoy, Achieve

Nursery Admissions Policy

September 2026

Chair of Governors.....

Headteacher.....

Date.....

Review September 2027

Nursery Admissions Policy 2026-2027

1. Admissions Criteria

When the number of applications exceeds the number of available nursery places, the Governing Body will allocate places according to the following criteria, in priority order:

1. **Looked after children** or children who were previously looked after.
2. **Children who appear to have been in state care outside England** and ceased to be in state care as a result of adoption.
3. **Funded 2-year-olds.**
4. **Pupils living in the catchment area with siblings** at the school (either in the main school or nursery) at the time of application.
5. **Other pupils living in the catchment area.**
6. **Children with 'very exceptional' medical grounds.**
7. **Other siblings.**
8. **Any other children.**

There are **32 places per session** for 3-year-olds. Children may start in the September after their third birthday.

There are **8 places per session** for 2-year-olds. Children may start the term after their second birthday, subject to availability.

There is **one entry point** for 3-year-olds each September.

2. Deferred or Delayed Reception Entry and Nursery Places

Parents may defer or delay their child's entry to Reception in line with statutory guidance. However, deferring or delaying entry **does not entitle a child to remain in the nursery.**

Nursery places are allocated strictly according to this policy. Children who are of Reception age (rising fives) are **not prioritised** for nursery places and will only be offered a place if capacity remains after all eligible 3- and 4-year-olds have been allocated places.

Where demand exceeds availability, the school may decline continued nursery provision for children whose Reception entry has been deferred. This ensures fairness and protects places for children in the appropriate age group.

3. No Automatic Transfer to Reception

A place in the nursery **does not guarantee** a place in Reception. Parents must apply separately through the local authority's coordinated admissions process.

4. Attendance Expectations

Regular attendance is expected for all children accessing funded or paid nursery places. The school may review and, if necessary, withdraw a place where:

- Attendance is persistently poor without reasonable explanation
- Attendance patterns prevent effective access to the curriculum
- Parents do not engage with attendance discussions
- Funding eligibility changes and parents do not inform the school

5. Changes to Sessions

Requests to change sessions during the year will be considered **subject to availability**. Session changes cannot be guaranteed and will be allocated in line with the admissions criteria.

6. Waiting Lists

If the nursery is oversubscribed, a waiting list will be maintained. The waiting list:

- Follows the same admissions criteria
- Is reordered whenever a new application is received
- Does not operate on a first-come, first-served basis

Parents will be notified if a place becomes available.

7. Withdrawal of a Nursery Place

The school reserves the right to withdraw a nursery place if:

- A child's needs cannot be safely met within nursery staffing ratios
- A child's behaviour presents a risk to themselves or others
- Attendance is persistently poor
- Fees remain unpaid after reasonable reminders
- A place was allocated based on false or misleading information

Parents will be consulted before any decision is made.

8. Settling-In and Start Dates

All children start nursery in September. The school may use staggered start dates or settling-in arrangements to support transition.

9. Charges and Additional Hours

Where children attend beyond their funded entitlement, charges apply. Invoices will be issued in line with the school's charging procedures. Non-payment may result in the withdrawal of additional hours or the nursery place.

Parents who wish to withdraw a child's place are required to give half terms notice in writing.

10. SEND Statement

Children with Special Educational Needs and Disabilities (SEND) are welcomed and supported in line with the school's SEND policy. Admission to nursery is **not dependent on a diagnosis**, and reasonable adjustments will be made where possible.

11. False Information

The school may withdraw an offer of a nursery place if it is found that the place was allocated based on false, misleading, or incomplete information.

12. Tie-Break

If two or more children meet the same admissions criterion, the tie-break will be **distance from the school**, measured from the address point of the child's home to a point on the school site. Children living closer to the school will receive higher priority.

Sessions Available

For 3-Year-Olds

Parents may choose one of the following:

- Morning sessions, Monday–Friday, 9.00am–12.00pm (15-hour funding)
- Afternoon sessions, Monday–Friday, 12.30pm–3.30pm (15-hour funding)
- Five full-day sessions (30-hour funding) plus payment for an additional 2.5 hours
- Five full-day sessions (15-hour funding) plus payment for an additional 17.5 hours
- For children attending 9.00am–3.30pm using 30-hour funding, funding covers 9.00am–3.00pm; a small charge applies from 3.00pm–3.30pm

For 2-Year-Olds

Parents may choose:

- Morning sessions, Monday–Friday, 9.00am–12.00pm (funded or paid)
- Afternoon sessions, Monday–Friday, 12.30pm–3.30pm (funded or paid)

Definitions

(All original definitions retained exactly as provided.)

- Looked after children
- Previously looked after children
- Funded 2-year-old
- Sibling
- Very exceptional medical grounds
- Home address