



Nursery Admissions Policy

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K Corr	May 2026	May 2028	

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1. Introduction

Clavering Primary School is committed to providing fair and transparent access to Nursery provision in accordance with current legislation and guidance, including the Early Years Foundation Stage (EYFS) statutory framework, the Equality Act 2010, the SEND Code of Practice and Hartlepool Local Authority admissions guidance. The purpose of this policy is to ensure that Nursery admissions are administered fairly, clearly and consistently, and that all children are treated equitably regardless of gender, ethnicity, disability, religion or social background. Clavering Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Admission to the Nursery does not guarantee admission to the main school. Parents/carers must apply separately for a Reception place in accordance with the Local Authority admissions process.

2. Nursery organisation

Our Nursery offers 52 part-time places and an additional 13 full-time places. Up to 39 children may attend each session. Children can attend five mornings per week (8.45am – 11.45am), five afternoons per week (12.30pm to 3.30pm), beginning of the week provision (all day Monday/Tuesday and Wednesday morning), end of the week provision (Wednesday afternoon and all day Thursday/Friday) or full-time provision across the week. Staffing arrangements meet the requirements of the EYFS statutory framework, including appropriate adult-to-child ratios and qualification requirements.

3. Allocation of places

Parents are able to request that their child is placed on the Nursery waiting list from birth. All applications for Nursery places must be made on the individual school's application form and returned directly to the school. Information provided as part of the admissions process will be processed and stored in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Further information is available in the school's Privacy Notice.

Once a child meets the age criteria and a place is available, the school will contact parents/carers to confirm acceptance of the offer of a place. Children are eligible to start Nursery once they have reached their third birthday, although the school does not receive 3-year-old funding until the term following the child's third birthday. Eligible children may access funded early education in accordance with current government funding criteria and local authority guidance. Where appropriate, the school may initially use eligible 2-year-old funding for children attending as a 'rising 2' until 3-year-old funding becomes available.

In the Summer term, the Early Years Lead reviews the waiting list and begins to allocate places for the following academic year. Children who are already three, or who have birthdays in the autumn term, are allocated places first. Spring- and summer-born children are contacted during the term before they are due to start Nursery, subject to places being available.

If a Nursery place has not been allocated, or parents/carers choose not to accept the session offered, they may withdraw their child's name from the waiting list or choose to remain on the list until a place becomes available later in the year.

4. Admission procedures

All 3 and 4 year olds are entitled to 15 hours Nursery provision per week. If there are enough places available in the Nursery, all applicants will be offered 15 hours provision per week. The school welcomes applications from all children, including those with special educational needs and/or disabilities (SEND). Reasonable adjustments will be made in accordance with the Equality Act 2010.

In the first instance, all children whose Education, Health and Care Plan (EHCP) names the school will first be admitted.

If more applications are received than the number of places available in the Nursery, the following criteria, in order, will be used to decide which children will be allocated a 15 hour place:

1. Children who are looked after, previously looked after, or who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with a sibling who will be on roll at the School or attending the Nursery on the date that the child will be admitted.
3. Children living in the School Catchment Area.
4. Children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school.
5. Children who live closest to the school as determined by the shortest suitable walking distance. Distance will be measured using the Local Authority's approved distance measurement system.

5. Admission to Nursery

Once a child has been allocated a Nursery place, parents will receive a letter detailing information about an induction visit and start date. During the visit, Nursery staff will provide parents/carers with key information about the school and they will receive a welcome pack containing the Nursery handbook. Parents/carers and new Nursery children will have the opportunity to meet staff and become familiar with the Nursery environment. Staff recognise that starting Nursery can be an unsettling time and are committed to working in partnership with parents/carers to ensure that each child's transition to Nursery is as smooth as possible.

6. Funded Childcare and Session Allocation

Parents are asked if they have a preference for morning, afternoon, beginning of the week (all day Monday/Tuesday and Wednesday morning) or end of the week (Wednesday afternoon, all day Thursday/Friday) sessions when they initially put their child on the waiting list. Prior to the new academic year, preferences for sessions are considered alongside allocation. If a child is attending Nursery for five terms and parents/carers do not get their preferred session, they will have the option to change sessions the following academic year. Flexible places are allocated based on parental preference, availability and staffing considerations.

Children attending full days have lunchtime at school and may choose either a school meal or packed lunch. No charge is made for the funded early education entitlement. Children may be collected at 2.45pm following their funded session. An optional additional 45-minute session is available until 3.30pm at an additional cost of £3 per day (packed lunch) or £5 per day (including school meal).

Lunch is eaten in the school hall and is supervised by a minimum of two lunchtime supervisors who are employed to support the Nursery children over lunchtime. After lunch, children can access the Early Years indoor and outdoor provision.

Nursery children can also access breakfast club from 7.30am and after-school club provision until 6.00pm at an additional cost, if required. Eligible working parents may be entitled to additional funded childcare hours in line with current government guidance and eligibility criteria. Eligible funding may be used, where permitted, to contribute towards the cost of breakfast club, after-school club and additional childcare sessions.

7. Wraparound care

Clavering Primary School operates a breakfast and after school club within the main school facilities, which Nursery children are welcome to attend. To secure a place, all sessions must be paid for in advance using the 'schoolmoney' online payment system. Breakfast club runs 7.30am and after school club runs from 3.30pm (for Nursery children) to 6.00pm.

8. Complaints

Complaints about the allocation of places will be dealt with in accordance with the school's Complaints Policy.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body and the headteacher every 2 years.

At every review, the policy will be shared with the governing body.

The next scheduled review date for this policy is May 2028.