



Nursery Admission Policy

Policy Dated:	June 2025
Adopted by:	LGB
Date of Next Review:	May 2027
Reason for Review/Revision:	New legislation
Publication Scheme	School website
Version	02
Lead	Headteacher

1 Purpose

Clavering Primary School is responsible for admissions for 3-4 year olds to Nursery. The purpose of this policy is to set out the arrangements about how children will be admitted to the Nursery, including the criteria that will be applied if there are more applications than places.

2 Scope

This policy sets out the arrangements for admissions to schools' Nursery only. These admissions are managed directly by the individual School, not by Local Authorities.

There is a separate policy document setting out the admissions arrangements for Reception to Year 6 and in-year admissions from Reception to Year 6. These are managed in conjunction with Local Authorities in which our school is located.

3 Roles and responsibilities

Extol Board of Trustees: The Board is responsible for approving the admissions arrangements to Nursery provision at its schools. The Board delegates day-to-day decision-making about admissions to each School.

Headteacher: The Headteacher is responsible for decisions about the number of places to be provided for 3–4-year-olds within the maximum number set out in the funding agreement for their School.

Assistant Head EYFS: The Assistant Head is responsible for co-ordinating admissions to any available 3-4 year old.

School Business Manager: The School Business Manager is responsible for maintaining the waiting lists, sending out letters offering places and keeping the Portal updated for the monthly funding head counts.

4 Planned intake number for 2025-26 and 2026-27

Nursery

All 3–4-year-olds are entitled to 15 hours Nursery provision (0.5 full time equivalent place). The maximum number of full-time equivalent places (FTE) available in the Nursery is 39. This includes provision for up to 13 x 30-hour places.

Nursery works on a legal ratio of 1 adult for every 13 children.

Children are usually admitted to Nursery as soon as they reach their third birthday, provided there is space available.

5 How and when to apply for places

Nursery

All applications for Nursery places must be made on the individual school's application form and returned directly to the school.

Applications for Nursery should be made in good time and well before a child's third birthday:

- The School will place applications on their waiting list and will contact parents a few months before the child's third birthday to offer a place.
- At this point parents are asked to confirm that they accept the place and to discuss whether they would prefer a morning or afternoon place, flexible place (all day Monday, Tuesday and Wednesday morning or Wednesday afternoon, all day Thursday and Friday) or full-time 30 hour place.

6 The process of accepting a place

- A letter is sent out offering the place and start date
- The parent replies to the letter by contacting the school to accept the place. The Nursery Teacher arranges for a visit to Nursery, ideally during the school day and one of the sessions that the child will be attending so they have the opportunity to meet their peers. This helps staff to see how the child may react in the Nursery setting and so that parents understand how our sessions work.
- The start date is reconfirmed.

7 How places will be allocated

Places are allocated strictly in date of birth order. A space will not be saved for a child if there are older children who are eligible now.

If a number of children become eligible at a similar time for Nursery, we will use the following criteria to determine which child will be given the place first:

1. Children with an EHCP that names Clavering Primary School
2. Children who are currently looked after by a local authority in England, children who were previously looked after by a local authority in England or who appear to the Early Years Lead to have been in state care outside of England, and immediately afterwards became subject to an adoption order, child arrangements order or special guardianship order. Applications under this criterion must be accompanied by evidence of the appropriate order. This must be submitted with the application.

The 39 places consist of 26 x 15-hour places and 13 x 30-hour places. 15 hours places will consist of 13 morning and afternoon sessions (Monday – Friday) and 13 beginning of the week and end of the week sessions (Monday (full day), Tuesday (full day) and Wednesday (morning) or alternatively Wednesday (afternoon), Thursday (full day) and Friday (full day)).

Once a child has been offered a place in Nursery, the school will take your preferred session option into consideration. While we cannot guarantee your first choice, we will do our best to accommodate your preference wherever possible.

Our 13 full time 30-hour places will be allocated based on chronological age. 9 of these places will be offered to N2 children currently within Clavering nursery setting (children who will start school in September 2026), in order of age. However, in liaison with parents / carers, we will also consider each child's individual needs to ensure that accessing the 30-hour provision is appropriate and in the best interest of the child. 4 of the 30-hour places will be allocated to N1 children (children who start school in September 2027), based on chronological age.

Additional notes:

- Parents/carers have one week to respond to an offer of a place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a preferred school between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- You must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific Nursery provision. Children in the Nursery of the school will not be given priority nor are they guaranteed a Reception place in the main School.

8 Waiting lists

Children who do not receive an offer of a Nursery place are automatically placed on a waiting list until the child exceeds the age eligibility criteria for Nursery provision or the parent advises the School that a place is no longer requested. Should a place become available then the oversubscription criteria will be applied again to every child on the waiting list at the time of the vacancy.

9 Complaints

Any concern regarding the application of these admissions arrangements should be raised under the trust's Complaints Procedure.

Definitions

Parent is defined in section 576 of the Education Act 1996 as including any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A **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, in accordance with section 22 of the Children Act 1989, at the time the application for admission to School is made and whom the Local Authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a **Residence Order**) is an order made under Section 8 of the Children Act 1989, as amended by Section 14 of the Children Act 2014, outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order made under Section 14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian or guardians.

A 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.