Nursery Admissions Policy

(3-year-old provision)

Inspire ● Enrich ● Enjoy ● Succeed

We **inspire** a love of learning, confidence and resilience; to strive to shine before God and others.

Our unique curriculum **enriches** well-being, learning attitudes, and the ability to fulfil potential; **enjoying** a life according to God's teaching.

We are a Christian family, celebrating faith, individuality and diversity, giving the opportunity to **succeed**.

'Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.'
Matthew, 5:16

Approved by:	Governing Body	**Date:** June 2026
Next review due by:	June 2027	

This policy has been developed and adopted in light of our school's Christian Vision and Values

This policy has been developed with reference to:

- Early Years Foundation Stage Statutory Framework (current version)
- Early Education and Childcare Statutory Guidance for Local Authorities (current version)
- Equality Act 2010
- SEND Code of Practice: 0 to 25 years
- Data Protection Act 2018 and UK GDPR

EQUALITY AND INCLUSION

The Federation of Snape Community & Thornton Watlass CE Primary Schools is committed to ensuring equality of opportunity for all children and families. Nursery admissions will be administered fairly, transparently and in accordance with the Equality Act 2010. The Federation will not discriminate against any child or family on the grounds of a protected characteristic, including disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity. Reasonable adjustments will be made, where appropriate, to ensure children with disabilities and/or special educational needs can access nursery provision.

1. AIMS

Our aims are:

- To ensure access and entitlement to the benefits of high-quality, child-centred nursery education on a fair and equitable basis;
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents/ carers and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so will make the very best of our resources.
- To provide high-quality, child-centred nursery education to children and families in our local community.

2. NURSERY SESSION OPTIONS

2.1. 15 Hours (38 weeks per year) Universal Entitlement

Morning and afternoon sessions are available Monday to Friday. Parents may choose five sessions totaling 15 hours from the following options:
Morning sessions, 8.45am - 11.45am
Afternoon sessions, 12.20pm - 3.20pm
Full day session, 8.45am - 3.20pm (two sessions – note that Families eligible for funded childcare hours are not charged for funded education, but may be charged for meals, consumables and additional childcare services that are not covered by funding.)

2.2. Working Parent Entitlement (up to 30 funded hours for eligible children)

10 sessions – five full days, 8.45am - 3.20pm

To check if you are eligible under the 'Working Parent entitlement', you can refer to
https://www.childcarechoices.gov.uk/how-apply-help-childcare-working-parents

2.3. Flexible Provision

For those entitled to 15-hour provision, it may also be possible to increase the hours that children attend nursery through paying for additional hours, subject to availability. An additional lunch time session runs from 11.45am to 12.30pm. A school lunch may be purchased (at a cost of £3.00) or a packed lunch provided by the parent/ carer. Additional 3-hour morning or afternoon session costs £16.50. Additional sessions are dependent upon spaces being available and because we are required to give priority to educational places, they can be withdrawn with 1 week of notice.

3. STARTING DATES FOR 3-YEAR-OLD PROVISION

The relevant start dates (in relation to the age criterion) are as follows:

- Children born in the period 1 January to 31 March – a place can be taken from the start of the Summer Term;
- Children born in the period 1 April to 31 August – a place can be taken from the start of the Autumn Term;
- Children born in the period 1 September to 31 December – a place can be taken from the star of the Spring Term.
  Note: Please refer to the term dates available on our website.

4. THE NURSERY "CONSIDERATION LIST"

A consideration list will be kept by the school of names, addresses, dates of birth, telephone numbers and date registered of children who are interested in attending our nursery. Where applications exceed available places, a waiting list will be maintained and ranked in accordance with the oversubscription criteria.

Personal information supplied during the admissions process will be processed in accordance with UK GDPR and the Data Protection Act 2018. Further information about how the Federation collects, uses and stores personal data can be found in the school's Privacy Notice, available on the school website or from the school office.

5. DEFINITIONS

Looked After Child
A child who is in the care of a local authority or is being provided with accommodation by a local authority in the exercise of its social services functions.

Previously Looked After Child
A child who was previously looked after but ceased to be so because they were adopted, became subject to a child arrangements order, a special guardianship order, or were in state care outside England and ceased to be in state care as a result of being adopted.

Catchment Area
The geographical area served by the school. Details of the school's catchment area are available from the school office and on the North Yorkshire Council website.

Working Parent Entitlement
The funded childcare entitlement available to eligible working parents of three and four-year-old children who meet the criteria set by the Government. Parents must obtain and maintain a valid eligibility code to access this entitlement.

6. CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery at the Federation of Snape Community & Thornton Watlass CE Primary Schools is a ten place Nursery.

The government funds all three and four-year old children for the 15-hour universal entitlement and the 30 hours extended entitlement for working parents of three- and four-year-old children. The Governors of the school will offer children a place in the nursery to

start on the first day of the term following their third birthday (see above). Children will initially be invited to attend induction sessions with their parents/ carers, and where relevant staff will make contact with prior childcare provision, prior to starting.

Places will be offered according to the criteria in the following order of priority:

All governing bodies are required by law to admit to the school a child with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school. This is not an oversubscription criterion. Children with an Education, Health and Care Plan (EHCP) that names the school will be admitted in accordance with the relevant statutory requirements.

Children with Special Educational Needs and/or Disabilities (SEND)
The Federation welcomes applications from children with special educational needs and/or disabilities (SEND). Admission will not be refused on the grounds that a child has SEND or requires additional support. The school will work in partnership with parents/carers and relevant professionals to identify and make reasonable adjustments, where appropriate, in accordance with the Equality Act 2010, to enable children to access nursery provision.

6.1. Priority One

Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted* or became subject to a child arrangement order* or special guardianship order.

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.
In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

*This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. *Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.

6.2. Priority Two

Children who are recommended by Local Authority Children's Services, including children in the care of a local authority, or by the appropriate health professional.

Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.

6.3. Priority Three

Children with exceptional social, medical, educational or welfare needs supported by professional evidence demonstrating that attendance at this nursery is particularly important.

Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.

6.4. Priority Four

Children within the normal catchment area of the school, giving priority to the oldest children first.

6.5. Priority Five

Children from outside the school's normal catchment area, giving priority to those whose home is nearest to school first.

7. DECISIONS ON PLACES

Decisions on offering places will be made by the Headteacher. The decision to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place in our nursery does not guarantee first preference with regards to session options. The school will contact you during the term of your child's 3rd birthday to inform you as to whether a place has been offered and to make arrangements for induction. Once a place is offered, the offer must be accepted within 3 weeks or the offer may be retracted and offered to another child.

Once a universal 15-hour place is offered and accepted, the place will be guaranteed for the duration of the entitlement. If sessions are oversubscribed, it is our intention to be able to offer 15-hour universal places across the year. It may therefore be necessary to give eight weeks' notice (including holiday periods) to reduce an extended 30-hour place to a 15-hour universal place. If this is necessary, the last child allocated a 30-hour place under fourth and fifth priority groups will be the first child identified to have their hours reduced. Children with 30-hour places allocated from priority groups one, two and three will not have their allocation reduced.

Places will be confirmed on the Nursery Funding Parental Agreement form. Any changes requested will be considered at the end of a term to commence the following term if possible.

The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in the main school.

Parents/ carers who accept a place will be expected to commit to taking up the place for the rest of the academic year. Notice to withdraw the offer of a place may be given where a child does not consistently attend.

8. APPEALS AND COMPLAINTS

There is no statutory right of appeal regarding nursery admissions. However, parents/carers may submit a complaint if they believe the admissions policy has not been applied correctly. Complaints should be submitted in writing to the Chair of Governors in accordance with the Federation's Complaints Policy.