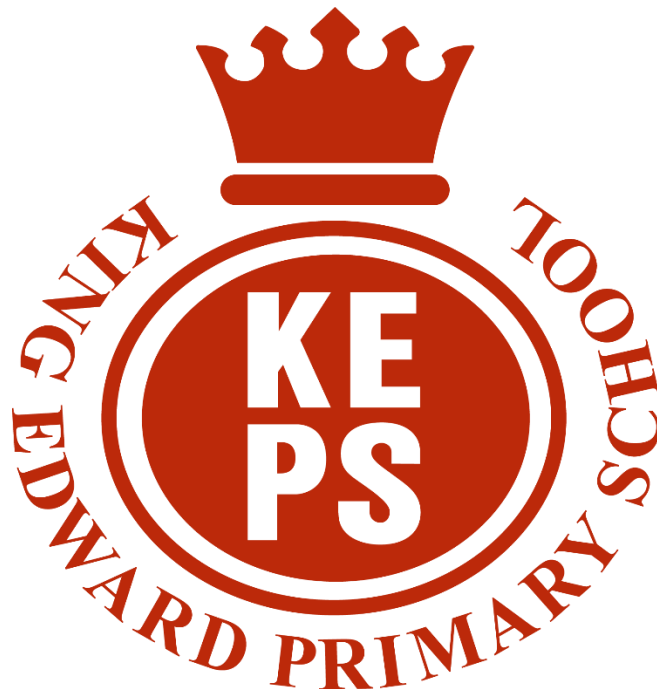


TRANSFORM TRUST
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King Edward Primary School & Nursery



Nursery Admissions Policy

September 2025

1. Aims

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high-quality child centred nursery education on a fair and equitable basis.
- 1.2 To help promote consistency of practice and procedure between nursery education and our primary school.
- 1.3 To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education so we will make the very best of our resources.
- 1.4 To provide high quality child centred nursery education to children and families in our local community within a school setting.

2. Nursery Session Options

- 2.1 All children aged 3 and over are entitled to 15 hours government funded nursery education per week during term time (38 weeks of the year).

We offer **15** or **30** hours (extended entitlement). Parents will be asked to state a preference for a Booking Option (weekly pattern of sessions). We are initially only booking children in to either a weekly 15 hour or 30-hour option. All details of nursery sessions can be found in our Nursery Brochure or on our school website. Whenever possible first preference of sessions will be offered; **preferences will be allocated subject to availability and are not guaranteed**. If the preferred session is unavailable, the child will be offered an alternative session.

- 2.2 Session times (Mondays to Fridays during term time, excepting staff training days):

Morning session: 8.40am-11.40am
Afternoon session: 12.25-3.25pm

Children will be allocated a 15-hour morning or afternoon session, with the expectation that they attend 5 days a week.

Children who are allocated a 30-hour session will be charged a lunch time fee of £3.50 a day.

Parents and carers should note that a place in the nursery unit does not guarantee a place in our Foundation 2 class. Parents wishing their children to attend King Edward Primary School must still go through the usual admissions procedure within the specified time frame. In the January before your child is due to start school (in the September) Notts County Council will send an application form to your home address – you do not need to do anything else.

3. "Expressions of Interest" list

- 3.1 The school will maintain a list of the name, address and telephone number of parents are interested in a place in the nursery for their child, together with the name and D.O.B. of the child and the date of registration.

- 3.2 Children can be placed on our expressions of interest list from any age.
- 3.3 The list will not operate places on a "first come, first served" basis. The length of time children are on the list in no way influences the decisions about places.
- 3.4 Parents or carers with children over three will be sent an application form on request.
- 3.5 Children on the waiting list will be sent an invite to an initial transition meeting the term before they are due to start. The application form will be given out to complete at the meeting.
- 3.6 Available places for September starters will be allocated in line with the admissions criteria during April. Parents must confirm acceptance of the offer of a place by contacting the school office.

4. **Criteria for admission to the nursery**

The nursery has 39 places in each of the morning and afternoon sessions, i.e. 39 children in the morning and 39 children in the afternoon. The nursery operates on the basis of a **three intakes** each year. Children are eligible to take up a place in the nursery **following the term after their third birthday**. Places will be awarded in accordance with the following order of priority:

- 4.1 Children in the care of a Local Authority (Looked After Children) and previously looked after children.
- 4.2 Children with a statement of special educational needs
- 4.3 Children living within the school catchment area with siblings attending the school in the September of the year of their admission
- 4.4 Children living in the school catchment area without siblings attending the school
- 4.5 Children living outside the catchment area with siblings already attending the school in the September of the year of their admission
- 4.6 Children living outside the catchment area without siblings attending the school

Please note - In the case of twins / multiple birth children, the school will guarantee that if one twin / multiple is offered a place, all twins/ multiples will be offered places, subject to our admission criteria above.

5. **Nursery intake and operation of the waiting list**

- 5.1 Any spare places will be allocated during the year as they become available for a January or April start, providing that the child has already passed his/her third birthday. These will be offered in age order, starting with the eldest, in line with the admissions criteria. A waiting list will be held.
- 5.2 There will be the opportunity for children and parents to attend 'stay and play' sessions before they start.
- 5.3 Children admitted during the year will be invited to visit the nursery for a play session before they actually start.

6. Admission decisions

- 6.1 Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options. Parents can refuse the offer made.
- 6.2 The offer of a nursery place **DOES NOT** in any way mean automatic entitlement to a place in our Foundation 2 class.
- 6.3 Parents who accept a place will be expected to commit to taking up the place for the whole academic year (or the remainder of the academic year where the child starts other than at the start of the autumn term).

7. Leavers during the year

Parents or carers wishing to withdraw their child from nursery during the school year must wherever possible, give the school a minimum of 4 weeks' notice. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically offered to the oldest child on the waiting list. If a parent or carer later wishes their child to return to the nursery, they will have to re-apply for a place and join the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

8. Attendance and loss of nursery place

- 8.1 If a child's attendance and/or punctuality is poor or erratic the nursery teacher will talk to parents/carers and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places.
- 8.2 If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Headteacher.
- 8.3 If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of place in writing.
- 8.4 If a child is absent for a period of three weeks without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parent/carer.
- 8.5 If children are going on holiday during term time, a holiday request form must be completed.

9. Transfer from nursery into reception

- 9.1 **All parents and carers must be aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct Nottinghamshire County Council admissions procedure.**
- 9.2 The Nursery staff will liaise closely with colleagues in reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

Appendix

Home address - The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is **permanent** may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The appropriate designated Officer may also seek proof of residence from the courts regarding parental responsibilities in these matters.