Early Explorers

Admission Policy and Application Form

Written/reviewed: September 2025

To be reviewed by: September 2026

The Constellation Trust

2-Year-Old and Nursery (F1) Admissions Policy

Appleton Primary School – Effective from September 2025
Part of The Constellation Trust

1. Introduction

This policy sets out the admissions arrangements for:

- **2-Year-Old Provision (Appleton Pre-School/2s Room)**
- **Nursery (F1) Provision for 3–4-Year-Olds**

These provisions are part of the Early Years Foundation Stage (EYFS) at **Appleton Primary School** and are overseen by the **Local Governing Body**, which determines all early years admissions decisions. This policy does **not** apply to admissions into the school's Reception class (F2) or above, which are coordinated by **Hull City Council**.

The aim is to ensure **fair, transparent, and inclusive access** to high-quality early years education that supports early intervention and school readiness. This policy aligns with both national priorities and **The Constellation Trust**'s commitment to equity and excellence.

2. Provision Overview and Session Offers

2-Year-Old Provision (Pre-School / 2s Room)

- Offers part-time and full-time places (15 or 30 hours/week), term time only.
- Full time places of 30hours will include a paid **£3 per day** lunch session which ensures supervision between 11.45 - 12.45am
- Operates morning, afternoon, or full-day sessions depending on demand.
- Capacity is up to **12 children** per session, subject to staffing levels.
- Places are offered to children eligible for **government-funded 2-year-old places** (criteria at gov.uk/free-early-education).
- Fee-paying places may be offered if space allows at a cost of £15 per session.
- Children may be admitted from the **term following their 2nd birthday**.

Nursery Provision (F1)

- Capacity for **26 part-time places**, subject to demand and staffing.
- Universal 15-hour entitlement is delivered via:

    - **Five mornings** (8:45–11:45am) *or*
    - **Five afternoons** (12:15–3:15pm), term time only.
- Parental preferences for sessions will be considered but cannot be guaranteed. The final decision on attendance patterns rests with the **Head of School Mrs Langton.**

Extended 30-Hour Offer (for Eligible Families)

- Full-day provision from **8:45am to 3:45pm**
- Delivered term time only.
- **Universally funded places take precedence** over extended hours.
- Extended places are reviewed **termly** and are not guaranteed long term.
- Missed sessions are not carried forward.
- Full time places of 30hours will include a paid **£3 per day** lunch session which ensures supervision between 11.45 - 12.45am

* Please note, payments for extra sessions including lunch supervision must be paid in advance.

3. Eligibility Criteria

Children are eligible for admission from the term following their:

- **2nd birthday** for 2-Year-Old Pre-School
- **3rd birthday** for Nursery (F1)

Children in the 2-Year-Old provision **automatically progress** to F1 (Nursery), subject to availability, but **a place in Nursery or Pre-School does not guarantee admission to Reception (F2)**. Reception places must be applied for via **Hull City Council's coordinated admissions process**.

4. Admission Process

- Parents must complete an **application form**, available from the school office or website.
- Applications are accepted throughout the year. Early applications are encouraged but **do not guarantee a place**.
- **Written offers** will be sent at the end of the first half-term before the proposed start date.
- Parents must confirm acceptance within **two weeks** by returning the form provided. Failure to respond will result in the offer being withdrawn.
- Upon acceptance, families will receive **induction information**.
- Appleton Primary School maintains a **register of interest** for future places.

5. Oversubscription and Prioritisation Criteria

If more applications are received than there are places available, the following **criteria will apply** (in order of priority):

For both Pre-School (2s Room) and Nursery (F1):

1. **Children with an EHCP** that names the school
2. **Looked After or Previously Looked After Children**
3. **Children with exceptional medical/social needs**, supported by professional evidence
4. **Children of Armed Forces families**, particularly those newly relocated
5. **Children with siblings** currently attending the school
6. **Children living in the school's catchment area**
7. **Children living nearest to the school**, measured via the **shortest safe walking route**
8. **All other applicants**, in order of **application date**

Tiebreaker: Where multiple applicants meet the same criteria, distance from the school (via safe pedestrian route) will be used.

Note: If demand still exceeds places, **age** may be considered, with older children given priority.

6. Waiting List

- A **waiting list** will be maintained when the setting is full.
- Priority will be based on the **oversubscription criteria**, not time spent waiting.
- Being on the list **does not guarantee a place**.

7. Attendance Expectations

- Regular attendance is important for routine and development.
- The school reserves the right to **withdraw a place** for persistent, unexplained absences.
- Absence from a session **cannot be carried over** or refunded (for fee-paying children).

8. Transitions and Reception Admissions

- **Transition from 2-Year-Old Provision to F1** is automatic, space permitting.
- **Transition to Reception (F2)** is **not automatic** and must be applied for via Hull City Council.
- Some children attending Nursery may not be allocated a Reception place, and vice versa.

9. Appeals and Complaints

There is **no statutory right of appeal** for nursery or pre-school admissions. However, parents may raise concerns through the school's **complaints procedure**.

10. Review and Monitoring

This policy will be reviewed annually by Appleton Primary School and **The Constellation Trust**, in line with updated guidance, legislation, or operational changes.

- **Policy Review Date:** September 2025
- **Next Review Due:** September 2026
- **Approved by:** Appleton Board of Governors
- **Signed:** _____
- **Date:** _____

Written by: Mrs G. Stephenson, EYFS Trust Lead
To be reviewed: September 2026

The Constellation Trust

2-Year-Old Nursery Admission Application Form

For Admission from September 2025

1. Child's Details

Full Name of Child: _____

Date of Birth: _____ Gender: _____

Address: _____

Postcode: _____

2. Parent/Carer Details

Parent/Carer Name: _____

Relationship to Child: _____

Contact Number: _____

Email Address: _____

3. Sibling Information

Name(s) of Sibling(s) currently attending this school (if any):

_____

4. Eligibility for Funded Place

Is your child eligible for a funded 2-year-old place? Yes / No 15hours/ 30hours

Please provide evidence (e.g. eligibility letter, benefits proof/funding code).

5. Session Preferences

Please indicate your preferred sessions (tick all that apply):

☐ Morning Session (8:45am – 11:45am)

☐ Afternoon Session (12:15pm – 3:15pm)

☐ Full Day (if available)

6. Additional Information

Please indicate any medical, special educational, or other needs:

_____

7. Declaration

I confirm that the information provided is accurate and I understand that admission is subject to availability and the admissions criteria. I agree to inform the school of any changes to the above details.

Parent/Carer Signature: _____ Date: _____