NURSERY ADMISSION POLICY

Reviewed: May 2026



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Rationale

Admission to the nursery at Appleton Primary School is determined by the school's Governing Body.

Introduction

The Governing Body has agreed this nursery admission policy so that in the event of there being more requests for nursery places than are available, there are fair and transparent admission criteria in place.

Appleton Primary School has a nursery within the Foundation Unit that is staffed by a coordinator having an overview and at least one teaching assistant. We are able to offer places maintaining a staff to pupil ratio of a minimum of 1:13.

Within the nursery there will be a limited number of places available for the 30 hours take up for those children eligible on a first come, first served basis with the older children being offered places initially. We aim to be able to cater for up to 26 children at any one time but within the staffing ratio. We aim to prioritise places for children receiving the 15 hours of universal free provision.

It is the responsibility of the parents to apply for a code to determine eligibility for the 30 free hours and to bring this into the school office. If there are places available, this can be taken up the term following the validation of the code. Parents are also responsible for the updating of the validation to continue to secure the place. If eligibility ceases, there is a grace period set by the government, after which the place may no longer be available if there is a waiting list of children.

Parents can select half days (3 hours) or both mornings and afternoons (6 hours). If the whole day is chosen, children may be taken home for the hour between sessions, or pay £3 for the lunch time supervision. Children will need to provide a packed lunch.

Parents may request 'top up' sessions if they do not qualify for 30 free hours. These will be allocated on a fair rota but cannot be guaranteed after each term as 15 hours need to be prioritised.

Lunch time supervision is charged at £3 and extra 3 hour sessions are £15. Part sessions are not available.

Parents and carers should approach the school directly if they would like their child to attend the nursery. The school maintains a register/list of parents' or carers' interest in a nursery place. Early registration of interest will not however guarantee a place in the nursery. If a child gets a place in the nursery at the school, it does not automatically follow that he/she will get a place in the school.

Nursery places at Appleton Primary School nursery are open to all children. Attendance at the nursery at Appleton Primary School is not a precondition of a place in the school.

Parents and carers do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions. It is therefore important that our nursery admissions decisions can be justified by reference to our agreed criteria.

Criteria for admission to the nursery

The following criteria for admission will be applied in the event of there being more requests for places than those available:

1. A child can be considered for a place in the nursery from the start of the term following the child's third birthday. This place will normally be for between three to five terms prior to entry into a mainstream school.
2. The governors will consider applications for nursery places by first prioritising the over-subscription criteria.
3. The school will contact parents and carers regarding a place in the nursery. Where possible, this will be one term before admission.
4. If a child is offered a place in the nursery, parents and carers must confirm their acceptance within the specified time to avoid the school refusing places for other children unnecessarily. If the school does not receive a reply to the offer of a place in the nursery within the specified timescale, the child's name will be placed back on the waiting list.
5. The final decision on when a child is admitted, the number of sessions a child is able to attend and his/her pattern of attendance, rests with the headteacher.
6. Places will be offered to children in the following priority order:
   - Looked after children.

- Children with special educational, social or emotional needs, as evidenced by a professional from health, social care or education.
- Age – new arrivals/requests for nursery places will be slotted in at the appropriate point.
- Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Appleton Primary School in the academic year when the child will start foundation.
- Children who live in the catchment area of the school.
- Other children.
- If a child is seen to be not taking up their agreed sessions on a regular basis, the school reserve the right to offer the place to another child.

Conclusion

This nursery admissions policy will ensure that places in our nursery are allocated fairly. It will be reviewed as part of the school's self-evaluation programme unless changes to statutory requirements necessitate an earlier review.