

# Betley CE Primary School

## Nursery Admissions Policy



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**Next review due by:** 1<sup>st</sup> September 2025

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## **Statement of intent**

Betley CE Primary School aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class.

The governing board is the admission authority and is responsible for setting the nursery's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2024) 'Early education and childcare'
- DfE (2023) 'Early years entitlements: local authority funding of providers operational guide 2023 to 2024'

## 2. Application process

Admissions to nursery provision will not in any way increase children's chances of admission to primary school; primary schools have their own admissions policies.

Parents choosing to send their child to the nursery will have to register their interest by completing an application form found on the following website page: [Admissions | Betley CE Primary School](#). We will be in regular contact with those on the waiting list to keep them updated and to formally offer them a place if and when one is available.

Once a place is available, parents will receive a phone call offering a place. After accepting the place, they will need to send in their child's birth certificate and proof address.

Parents who would like a part-time place will be asked to state a preference for morning or afternoon, and/or for which days they wish to have the childcare; however, the nursery may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled.

More information on fees, charges and free childcare entitlements is outlined in the Nursery Fees Policy.

## 3. Equal opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

When making decisions about admissions the nursery will ensure that it aims to improve the outcomes of all children and reduce inequalities whilst upholding its duties under the Equality Act to put in place adjustments for children with SEND as required to prevent any disadvantage.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

## **4. Application timetable**

A child is deemed to be of nursery-age from the beginning of the term following their third birthday. Parents may register their interest in a place at the nursery at any time during the year following their child's third birthday, or second birthday, where eligible. Children can attend the Nursery Setting from their third birthday by an agreement with the Head of School at a cost of £12.50 per session.

Our PAN is 15 pupils.

The Nursery admissions process opens up on 1st January 2025 and closes on 12th April 2025 for starting in September 2025. Applications for Nursery should be made directly with Betley CE Primary School who will be administering the Nursery application process. Places will be offered by ourselves and will follow our admissions policy. Places will be offered on the 26th April 2025.

Application forms can be obtained from [Admissions | Betley CE Primary School](#).

Where places are remaining, later admissions are possible, up to the agreed admissions limit.

Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

The LA will consider securing additional free hours for parents who have applied or re-confirmed by the deadline, but receive their valid 30 hours eligibility code after the beginning of the term, up to the dates set out below:

- Application/re-confirmation by 31 August – code start date between 1 - 14 September
- Application/re-confirmation by 31 December – code start date between 1 - 14 January
- Application/re-confirmation by 31 March – code start date between 1 - 14 April

The LA is not required to secure additional free hours where the parent has applied after 31 August, 31 December or 31 March, or for any codes issued after the dates outlined above.

## **5. Additional costs**

The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Meals and snacks
- School trips

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery. The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

## **6. Oversubscription**

Children who have an EHC plan that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the nursery's admissions manager to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery.

The oversubscription criteria, set out in priority order, are as follows:

1. LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
2. Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
3. Children who will have a sibling attending the nursery or the main school at the time of admission
4. Children of staff who have:
  - Been employed at the nursery or school for two or more years at time the application for admission is made
  - Been recruited to fill a vacant post for which there is a skill shortage
5. Children living within the catchment area for the nursery
6. All other children

The governing board may also give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

## **7. Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

## **8. Delayed starts and withdrawn places**

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least four weeks' notice. Parents may be charged for this period, or it may come out of their nursery entitlement.

Notice of a delayed start or withdrawal must be in writing.

## **9. Refusal of admission**

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## **10. Transition arrangements**

Parents are invited to visit the school prior to the transition, and further visits are arranged according to the child's needs.

During the Summer term, Reception teachers from the primary schools to which the children will transfer come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

## **11. Data protection**

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

## **12. Monitoring and review**

This policy is reviewed annually by the governing board and headteacher.

