



## **Nursery Admissions Policy**

**Date of latest review: Jul 2025**

**Review completed by: School Business Manager**

**Date of next review: Jul 2027**

### **Review**

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

## VERIFICATION CERTIFICATE

Document Title:	Nursery Admissions Policy
Issue:	2
Reviewer:	Karl Turner
Position:	Business Manager
Signature:	<i>K. Turner</i>
Date:	01/07/2025
Approver: (on behalf of the Governing Body)	Nic Dowler
Position:	Chair of Governors
Signature:	<i>N. Dowler</i>
Date:	07/07/2025

## DOCUMENT ISSUE/AMENDMENT HISTORY

(previous versions not numbered nor amendments noted)

Issue	Date	Amendment
1	May 2017	Policy reviewed and updated for full governor ratification
2	Jul 2025	Waiting list policy updated and other additions / changes made in line with model policy.

## **1. Policy Statement:**

This policy aims to ensure that at CPS Nursery we provide:

- high quality education and care for all children;
- equal opportunities to all children and their parents/carers, regardless of race, gender, religion, culture, sexual orientation, class or disability;
- continuity of experience for all children and their parents/carers.

CPS Nursery uses guidance from the Local Authority for admissions of children. Prospective parents can make an appointment to look around and talk to staff before they complete admission forms.

## **2. Procedures:**

- We ensure that the existence of CPS Nursery is widely advertised in places accessible to all sections of the community
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. We will use the Early Years team at Gloucestershire Council to support us with this if necessary
- We describe our setting and its practices in terms that make it clear that we welcome both fathers and mothers, other relations and carers, including childminders, as well as people from all cultural, ethnic, religious and social groups, without regard to their gender, special educational needs, social background or disability
- We make our Equality of Opportunity Policy widely known by making it available on the website and in the Welcome Pack
- We ensure that our admissions arrangements are fair and do not unfairly disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs;
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

## **3. Registration:**

- The office staff keep waiting lists of children requiring nursery places;
- Applications will be dated as they are submitted;
- Any parent or carer may register a child's name;
- Names may be registered at any time when the nursery is open (names are accepted from birth). Telephone applications are not accepted – application forms need to be completed and signed by the parent/ carer before the child's name is added to the waiting list;

- We welcome all children of different cultures, faiths and ethnic origins and seeks to support children with special educational needs wherever possible;
- Buds (2-3yrs) and Blossoms (3-4yrs) provision have the following admissions categories:
  - 90% of children with no additional needs;
  - 10% of children with Special Educational Needs, including priority referrals from other professionals such as Health Visitors, Speech and Language Therapists, Social Workers (see later section entitled Priority Admissions);
- Initial offers of places will be sent out in the term before the child is expected to start. Offers of places will be made in order of registration except when the nursery identifies a specific need for a priority admission;
- Every effort is made to accommodate the parental preference of morning/afternoon/split places/over 15 hours of education and childcare;
- Morning places are offered to those higher up the list first;
- If places are declined then the next child on the list is offered a place;
- When a child cannot immediately take up a place offered there must be a clear agreement, preferably in writing, between parents and school indicating for how long the place will be kept open.

We plan admissions and places for a rolling 12 months ahead, to ensure that as many children as possible benefit from our setting. Within this, we are mindful that older children (preparing for the transfer to school) may need an increased allocation of sessions and that younger children need to begin the transition from home to the Nursery.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission such as a looked after child moving into the area
- We ensure that we do not discriminate against younger children by keeping places reserved for them, providing it is financially viable. For example, if a child is due to begin at the Nursery in April, as soon as they are old enough, we will not allow existing children to increase the number of sessions they attend if it means that the younger child will not have a place
- Children are added to the waiting list upon receipt of their completed application form

- Parent/carers will be notified in writing, as soon as possible, of the sessions allocated to their child, together with a start date and a welcome pack. Any requested change to the child's sessions (before or after the child starts in Nursery) must be submitted in writing. The Nursery will confirm in writing whether the change is possible or not within 2 weeks of receiving the request. Until written confirmation is received, there will be no change to the child's sessions. Six weeks notice in writing is required to cancel sessions.
- The final decision on the allocation of places rests with the Senior Leadership Team and the Governing Body.

#### **4. Nursery Provision:**

- Buds (provision for 2 and 3 year olds) and Blossoms (provision for 3 and 4 year olds – the year before entering Reception)
- Nursery is open during normal school term times.
- Parents can apply for a place using part of their funding (15 or 30 hours) e.g. splitting the child's hours between 2 providers. Each application will be decided upon by the Headteacher. Parents can only split the funding between 2 providers.
- We provide up to 30 hours of funded childcare to eligible families of children in the Blossoms provision (refer to details of eligibility on schools' website);
- 6.5 hours continuous provision per day includes the lunchtime period for those children attending for the full day session.
- Extended school provision ie breakfast, after school activity and tea clubs are NOT part of the entitlement for either 15 or 30 hours and parents are requested to pay for such sessions if they are required. Tax free childcare vouchers can be utilised to fund these sessions if eligible.

#### **5. Admissions:**

- We are flexible about attendance patterns and offer both full and part-time places to accommodate the needs of individual children and families;
- Children who already attend the Buds provision will normally transfer to the Blossoms provision;
- Children will almost always leave the nursery for primary education at the end of the summer term. Discretion exists to retain children in nursery education to the age of 4+. There would need to be clear professional judgement for specific reasons that this would be in the child's best educational interests (provided that the nursery has the place);
- No preference is given to sibling links.
- Parents/carers will be informed as to whether there is a place available in either Buds or Blossoms as follows:

- For the start dates below, parents/carers are informed of allocated places accordingly:
  - September start = July confirmation
  - January start = December confirmation
  - After Easter = February confirmation

## **6. Funded 2 Year Old Places For Eligible Children:**

Places in Buds are either fee paying or funded;

- Funded places are available when the child turns 2. The funding is available for 570 hours a year and is divided into 3 funding blocks
- Parents/carers need to check their eligibility for funded places using the on-line eligibility checker. If successful, the reference number issued will be given to the office staff for confirmation.

## **7. Priority Admissions:**

- Priority admissions will normally be from those children referred by official agencies, for example, Educational Psychologists, Doctors, Health Visitors, Portage Workers and Social Workers;
- A referral form should be completed by the referring agency;
- At the Headteacher's discretion, where there is adequate information as a result of meetings or correspondence, a priority place may be allocated. Usually, the maximum number of priority cases will not exceed 10% of the total intake.
- We make reasonable adjustments for children identified with SEND in our admissions arrangements and in every aspect of school life. We plan ahead, making adjustments to prevent any disadvantage that might arise at any stage of the admission process;
- Such children may justify admission on a priority basis, on account of medical, developmental, emotional, behavioural or social factors. The following considerations may also be important when determining which children should be offered priority admission:
  1. A need to prevent children being taken into care;
  2. Very marked under-stimulation in the home;
  3. Family crisis;
  4. Alcoholism in the family;
  5. Parent in prison;
  6. Families in bed and breakfast accommodation;
  7. Illness of parent;
  8. Child's health problems;
  9. Extreme poverty;
  10. Traveller families;
  11. Refugees and asylum seeker families;
  12. Developmental delays, significant behavioural or emotional difficulties.
- In the Spring Term of each year, the priority forms will be considered with sympathy by the Headteacher, another member of staff and a governor;

- If more children are referred for priority admission than the maximum number of 10% of the total intake, the Headteacher must consult with other professionals as to which children are to be offered a place. If there are particular difficulties in catering for an individual child's needs, the Area Education Officer will need to be consulted. Copies of the form from their referring agencies and any other information should be available;
- All priority forms must be accompanied by a normal application form to ensure that parents actually want his/her child to have a place if one is offered;
- When the child starts nursery, copies will be taken of: birth certificate/passport and proof of address which will be held on file whilst the child attends the nursery and for 6 months after.

## **8. Appeals:**

- Where a child is declined access to any part of their funding, parents have the right to appeal against the provider's decision. If the provider's own appeal procedures are exhausted the appeals will be directed to the Council Early Years and Childcare Service as the body accountable for the delivery of the Funded Entitlement in Gloucestershire;
- Where a parent's appeal is upheld, Gloucestershire County Council (GCC) may insist that a child is granted admission to a setting. Failure to grant admission at the insistence of GCC may result in the setting being removed from the Authority's Directory of Providers and thus losing the right to claim funding for any child attending their provision.

## **9. Withdrawing Offers of Places:**

- If parents do not take up the place offered to them by a given date without contacting the school, the offer of a place will be withdrawn.
- Places are expected to be utilised fully and if a child is absent the school should be notified;
- If a child's attendance falls below 75%, parents/carers will be expected to attend a meeting with the Headteacher to explain the reasons for non-attendance and discuss how it can be improved. After 4 weeks, if attendance has not improved, it will be withdrawn (if there are no extenuating circumstances) and re-allocated to a child on the waiting list.

## **10. Induction:**

- Children and parents are invited to visit the nursery on a specified date in for a nursery tour.
- The nursery operates a staggered entry system so each child will receive individual attention upon entry. Nursery workers will continue to use their discretion as to whether short periods of attendance are to be initially recommended for certain children,

these periods being gradually lengthened until children are attending for a full session;

- Children are expected to attend regularly and persistent non-attendance could result in withdrawal of the place;
- Parents must provide a telephone number of someone who can collect their child from nursery in an emergency when the parents/carers cannot be contacted;
- Parents have the right to appeal to the Governors if they feel the nursery has not adhered to the registration admission procedures outlined above.

#### **11. Payment for additional sessions:**

- Parents can purchase additional nursery sessions and extended school provision at a charge, subject to availability. For more details see **The Nursery Charging & Remission Policy**. Please contact the Admin team, who will try to accommodate your request.
- However, if the only space available is due to another child being on holiday from the Nursery we will not rebook these sessions as there is a danger that if the holiday is cancelled at short notice we would have the incorrect ratio of staff to children.
- Additional staff might be needed to help support children with SEND during extended school sessions. In these situations, Disability Access Funding could be used to pay for the additional staffing or else parents will be asked for a 'top up.'

#### **12. Staff Ratios:**

- 1:8 for 3 and 4 year olds, unless there is a qualified teacher with the children, in which case it is 1:13;
- 1:5 for 2 year olds.

#### **13. Monitoring Occupancy:**

- Information on current occupancy is monitored regularly by the Nursery Management team.

#### **14. Transfer between Buds & Blossoms:**

- For children in Buds moving to Blossoms for the next academic year, "move-up" sessions will occur in the Summer term.

## **15. Transfers to Schools (at age of 4 and 5) including Delays and Deferments:**

Best practice in relation to transfers from early years and childcare settings to schools is set out in the Good Practice Guidance in the County Transition Document;

- It is the family's responsibility to ensure that any child actually obtains a primary school place;
- Attendance at a nursery does not guarantee admission to a particular school. A separate application must be made to transfer from any early years setting to a primary school;
- GCC funds a place in Reception class for children from the September after the child's 4th birthday but there is no obligation on families to accept the place and entry to school can be deferred until later in the school year or until the child reaches statutory school age;
- Families considering deferring entry are strongly advised to discuss the needs of their child with the school;
- Families are encouraged to liaise with the Local Authority's Admission Team in the county council where problems arise about the transfer of children to school