Nursery Admissions Policy

Admission to this Nursery setting is determined by the oversubscription criteria detailed below.

Document History

Version	Version Date	Author	Summary of Changes
V0.1	December 2024	Executive HT	Policy reformatted using new template and Trust name change updated. No material changes to policy content.
V1.0	January 2025	Approved by the Governing Board	

This policy was approved as follows:			
Approver:	**Governing Board**	**Date:**	**January 2026**
Owner:	Executive Headteacher	**Version:**	1.0
LAC adoption date:	Spring 2024	**Review frequency:**	Annually
Status:	Statutory	**Next review date:**	September 2026

This policy applies to all pupils and parents.

Designated Nursery Provision

It is the Academy Trust's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for the Nursery than there are places. Admission to this setting is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to a nursery age setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

1) Looked After Children (LAC), Previously Looked After Children (PLAC) and including Internationally Adopted Previously Looked After Children (IAPLAC)
2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend Bramshall Meadows First School Nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend Bramshall Meadows First School Nursery rather than any other nursery.

And

Test 2: the child would suffer hardship if they were unable to attend Bramshall Meadows First School Nursery.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3) Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children living within the defined catchment area. Cluster areas for nursery age settings will sometimes, but not always, correspond to the catchment area for the main school.

5) Other children arranged in order of priority according to how near their home addresses are to the main

gate of the nursery setting, determined by a straight-line measurement as calculated using the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Academy will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area or cluster area children cannot be accommodated at a school, children who are resident within the catchment or cluster area will be arranged in order of priority according to the remaining criteria.

Additional Notes

Applications for Bramshall Meadows First School Nursery are processed by the school/academy.

i It is important to note that attendance/enrolment in the Nursery will be distinct and separate and have no relevance to attendance in Reception or other sections of the Academy for which a separate application will have to be made in accordance with the Academy's admission arrangements. No appeal will be allowed against the refusal of a place in the Nursery.

ii Oversubscription – If the Nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs or Education and Health Care Plans where the academy is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the Academy Trust as a whole, except that sibling priority will only apply where a sibling already attends the Academy Nursery or school.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22 (1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required for the application to be assessed against the published admissions criteria, the Academy will not seek to obtain this information on behalf of the applicant.

The Academy will use the Local Authority's Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Academy immediately. Where there is a proposed house move taking place during the admissions process the Academy will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 1 week before the closing date. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be considered for allocation purposes on the offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on Nursery places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Academy is not in a position to intervene in disputes between parents over Nursery applications and will request that these are resolved privately.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

iii. Waiting list – The Nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the Academy Trust's oversubscription criteria.

Applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this date they will be

offered according to the child at the top of the waiting list. Waiting lists will be kept until the end of the Autumn term of admission.

Inclusion on the waiting list does not mean that a place will eventually become available in the Nursery.

A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the Uttoxeter Learning Trust's complaints procedure.

Nursery Wrap-Around Provision

30 hours childcare funding and Before/After School Clubs

All 3 to 4-year-olds in England are entitled 570 free childcare hours per year. It is usually taken as 15 hours a week for 38weeks of the year, but parents can choose to take fewer hours over more weeks, for example. Some 3 to 4-year-olds are eligible for 30 hours free childcare a week. For full information visit theGOV.UK webpage: www.gov.uk/apply-30-hours-free-tax-free-childcare.

If you are eligible for 30 hours funding you will be issued with a code from HMRC. You will need to complete a 'parent declaration early education funding (EEF) form and add the code along with your NI number. This form will need to be signed at the start of each term i.e. Autumn, Spring & Summer. If you change your funded hours in-year, you will need to amend your parental declaration form at the school office, prior to your change in hours.

The 15 & 30hours funding does not cover the cost of lunch nor additional sessions taken in addition to funded hours. Bramshall Meadows First School also offers a Before and After School Club in our Ladybird Club, please check with the school office for current prices.

The Nursery setting allows us to provide whole day wrap around care for children, including those entitled to 30 hours funding.

Please note that refunds are not made for missed sessions from funded hours nor are missed sessions transferrable.

Approved on behalf of the Governing Body on: 23rd January 2026

Signed Signed

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Chair of Governors Interim Executive Headteacher