



## Nursery Admissions Policy

### 2025-2026

Date implemented: April 2021

Date updated: July 2025

Member of staff responsible: Headteacher

Governor responsible: Early Years



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**'From small beginnings come great things' *The Parable of the Mustard Seed***  
***Matthew 13: 31-32***

### 1. AIMS

Our aims are:

- To ensure access and entitlement to the benefits of high-quality child centred Nursery education on a fair and equitable basis, for children and families in our local community
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

### 2. NURSERY SESSION OPTIONS

We expect to admit children that will be using their Early Years Funding as well as children whose parent are buying additional hours.

Nursery times run alongside school opening times to avoid disruption, therefore exceeds 30 hours of entitlement. Consequently, we have provided parents/carers with the following options:

#### **For children in receipt of 15 hours:**

- Attend 5 days 8.45am – 11.45am.
- Attend 3 full days 8.45am - 3.15pm (19 ½ hours) and pay £31.50 per week.
- Attend 2 full days 8.45am – 3.15pm and 1 half day 8.45am – 11.45am (16 hours) and pay £7 per week.

#### **For children in receipt of 30 hours:**

- Attend 4 days from 8.45am – 3.15pm and 1 day 8.45am – 12.45pm.
- OR
- Attend 5 days 8.45am – 3.15pm (32.5hours) and pay £17.50 per week.

Numbers will never exceed 13 in a session.

The Nursery will always be staffed by one qualified teacher and a Nursery Practitioner.

### **3. ADMISSION PROCESS**

The Governors of the school will offer children a place in the Nursery for the term after their third birthday according to the criteria in the following order of priority:

- Children who are in the care of Buckinghamshire Council. (Looked After Children).
- Children of a permanent member of staff.
- Children who have a Statement of Special Educational Needs which names the school.
- Siblings (including foster brothers and sisters who live at the same address) currently attending Cadmore End CofE Combined School in the September of the year of their admission.

The position of the child's home address in relation to the school; local residents will take precedence. A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their school nights. In cases where a child spends equal time living at two different homes, over the course of the year, the address that is most favourable to the application will be considered as the home address.

- Within the above criteria, each application is always considered very carefully on its individual needs.
- As part of the admissions process, the school may carry out a visit to the child's current early years setting or home, where appropriate, in order to gather professional information and determine whether the school is able to meet the child's needs safely and effectively within its current provision. Any offer of a place remains subject to this professional review.
- All applicants will be required to complete an application form and return it to the school office.
- Proof of a child's date of birth and home address is required at the time of application, in the form of a child's short form birth certificate or passport along with a utility bill (showing the parent/carer's name).
- All applicants will receive a letter or email within 14 days informing them of whether they have a Nursery place.
- The offer of a nursery place DOES NOT mean automatic entitlement to a place in the Reception Class. You must apply for a Reception place through Buckinghamshire County

### **4. NURSERY INTAKE**

- The Nursery will take children from the term after their third birthday.
- A child will remain in Nursery until the end of the academic year in which they are 4 years old.
- A child's intake into Nursery may be staggered over two or more weeks.
- Any spare places will be allocated during the year, as they become available, to children who are in the half-term after their third birthday or older.

### **5. PART TIME AND FULL TIME PLACES**

- All children applying to our Nursery are entitled to a part time place (15 hours a week for 38 weeks of the year) the term after their third birthday.
- Full time places will be given to children whose parent(s) qualify for 30 hours free childcare:
- You can usually get 30 hours free children care if you (and your partner, if you have one) are working 16 hours or more a week and each earning at least the National Minimum

Wage or Living Wage but have a taxable income of less than £100,000 (the earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago).

**When your child turns 3 years of age, they are eligible for funding:**

• Turn 3 years on or after	• Turn 3 years on or before	• Funding starts:
• 1 September	• 31 December	• Spring (after Christmas)
• 1 January	• 31 March	• Summer (after Easter)
• 1 April	• 31 August	• Autumn (after Summer)

## **6. DECISIONS ON PLACES**

- Decisions will be made two weeks before the end of each full term. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.
- Decisions will be final and there is no right of appeal.
- Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

## **7. HOME VISITS**

- These will be made before a child takes up their place.

## **8. LEAVERS DURING THE YEAR**

- If a child is withdrawn by their parents from Nursery during the school year, we request that parents/carers must give the school half a term's notice. The place of a child who has been withdrawn cannot be held open and will be automatically be made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Nursery then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

## **9. ATTENDANCE & LOSS OF NURSERY PLACE**

- If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's Learning Journey.
- If after a period of two weeks, attendance and/or punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Head Teacher.
- If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their

place. Parent/carers will be notified of the loss of place in writing.

- If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Head Teacher, and a letter explaining the situation will be sent to the parents/carers.

## **10. TRANSFER FROM NURSERY INTO SCHOOL**

- All parents and carers must be made aware that a place in the Nursery will not guarantee a place in the school and that they must still go through the correct Buckinghamshire Council Admissions Procedure.
- The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school.
- Nursery staff will send on reports and other agreed records to other schools as appropriate.