



Nursery Admission Policy

Berkeley Primary School

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1. STATEMENT OF RESPONSIBILITIES

The governing body is responsible for implementing and adhering to this policy. The policy could be referred the relevant committee with delegated powers. The terms of reference for governors in applying the admissions policy are:-

- to apply the criteria of the policy in determining the admission of pupils into the nursery.
- to observe and implement all statutory and early years code of practice requirements.
- to take advice from the Headteacher in the exercise of their duties.

2. PRINCIPLES

- The governing body seeks to work in partnership with the local authority and other providers.
- The governing body is committed to this admissions policy, which has been established following consultation, and to its operation in a fair and equitable manner.
- The governing body aims to maintain and improve the quality of early education provided for nursery pupils by having an admissions policy, which supports the school's improvement planning process.

3. PRINCIPLES OF DELIVERY AS OUTLINED WITH THE STATUTORY CODE OF PRACTICE

- 3.1 Currently all school nurseries or nursery classes are required to deliver a minimum of 15 hours of flexible free nursery education per week.
- 3.2 Parents must be consulted in order to ascertain the degree of flexibility they need but it is recognised that operational limitations may impact on what can be practically offered by the school.
- 3.3 Flexibility within school has the following restrictions in place:
 - 15 hours over a minimum of three days for 38 weeks of the year
 - the LA will not fund any hours beyond the 15 hour free entitlement
- 3.4 After discussion, and once a parent has accepted a place, the school must have a signed contract in place with the parent/carer and is not obliged to change the times of the sessions. A copy of this contract must be sent to the Contract Monitoring Officer of the LA in order to ensure the funding is transferred to the school.
- 3.5 Parents are free to take up as much or as little of the 15 hour entitlement as they wish and have the right to split the entitlement with other providers. This could be in the maintained, private (day nursery or childminder) or voluntary sector in North Lincolnshire.

4. KEY PRINCIPLES IN THE DELIVERY OF QUALITY PRACTICE

- 4.1 To provide families with a range of high quality, flexible childcare provision and options which enable parents/carers to meet the early learning and care needs of their child.
- 4.2 The quality of nursery provision is based on the government's statutory framework for the early years foundation stage and the practice guidance. The framework sets the standards for children from birth to five years.
- 4.3 The free 15 hour entitlement can include lunchtime as long as this is specifically planned to support the child's overall learning and development. Parents must be given the option to pay for a meal or bring a packed lunch. If a child attends for at least one hour before and one hour after the lunch break there is an entitlement to a free school meal if the child is eligible.
- 4.4 A good quality learning environment based on self-initiated play and stimulating learning experiences is expected but there are welfare implications for children. Provision for resting, quiet and relaxation must be available within the nursery area.
- 4.5 Where a child is accessing the entitlement across two settings a formal partnership agreement should be in place which covers sharing information, fees and transportation arrangements.



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5. **ENTITLEMENT**

- 5.1 Children will be admitted to the nursery for free nursery education on the relevant term following their third birthday and will be able to remain until they are of statutory school age. No child under three years will be admitted.
- 5.2 The free entitlement must be completely free with no condition on access e.g. no compulsory uniform costs.

6. **ADMISSION DATES**

If the child is born between:	Eligible for a free place from:	Closing date for applications:
1 April and 31 August	Start of Autumn term	1 st May
1 September and 31 December	Start of Spring term	1 st October
1 January and 31 March	Start of Summer term	1 st February

Mid term admissions can only take place in exceptional circumstances and when there are places:

- if a child/parent moves house in the claim period
- if the child's primary carer(s) changes in the claim period
- where a sibling moves school and the child is able to attend nearby flexible free entitlement (FFE) provision
- where loss of employment affects the childcare place, including maternity leave
- change in family circumstances e.g. bereavement, separation, new sibling
- critical health and safety issues e.g. safeguarding, domestic violence
- referrals from traveller service
- appropriate consideration will be given to children from forces families

Schools across North Lincolnshire have now implemented a one point entry into reception classes. This entry is in September each year. In order to qualify for a place in a reception class the child must be four years old on 1 September in the year in which they start school.

It is not guaranteed that there will be a Spring or Summer intake into the Nursery in every academic year. These intakes will only occur if there are sufficient numbers of places available to enable this to happen.

7. **ALLOCATION OF NURSERY PLACES**

- 7.1 The policy is designed to work alongside the admissions policy already in place for all stages of education within North Lincolnshire to ensure smooth transition throughout the phases. It is important to note that the allocation of a nursery place in a school does not automatically guarantee a place in reception.
- 7.2 The school decides each year how many places they will offer for Nursery places, this is a governor decision. The maximum they will offer is 78 part-time places. The school also decides on the pattern of hours. In the Autumn term 2021 we will be offering 39 places at the beginning of the week (all day Monday and Tuesday, the morning of Wednesday). The governors will review need and capacity during the Autumn term to set the places for the Spring and Summer term.
- 7.3 Parents need to complete an application form (available from the school office or on the school website) and return it to the school by the dates shown. The school administration staff will write to all applicants to check that a place in the nursery is still required. Parents must return paperwork enclosed with this letter by the date stated on the letter. This paperwork asks parents to confirm that a place is still required, updates contact details and may ask parents to order preferences for the standard sessions, as detailed above. Parents can also take this opportunity to state if they wish to split the 15 hours funding with another setting.
- 7.4 School staff group applicants by session preference and allocate places.



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- 7.5 Letters are sent out to all applicants who have been allocated a place, detailing the sessions offered and inviting them to a number of transition visits to the nursery.
- 7.6 Nursery staff arrange home visits and inform parents of times and dates. IT IS OUR SCHOOL POLICY THAT NO CHILD CAN BE ADMITTED WITHOUT A HOME VISIT. These provide an invaluable opportunity for staff to meet children in the comfortable surroundings of their own home and for parents to discuss individual needs, or other sensitive information, in private. If home visits are missed, nursery or other school staff will contact the parent to rearrange.
- 7.7 Where schools have more applications than places the following factors will be taken into account in priority order when deciding which pupils will be allocated nursery places.

Factor 1 - Children with Statements of Special Educational Needs

In accordance with the code of practice for special educational needs, the allocation of nursery places for pupils with a statement of special educational needs will take place before the allocation of other places. Where a school is named in a child's statement the school has a duty to admit the pupil.

Factor 2 - Children in care

The definition of a 'child in care' is a person under the age of 18 who is in the care of, or is provided with accommodation by, a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or is the subject of a relevant court order under Part IV of the Children Act 1989. Children looked after under an agreed series of short term placements (respite care) are excluded.

Factor 3 - Children who live in the school's designated catchment area.

Information about catchment areas can be obtained from the North Lincolnshire website or the family information service telephone 01724 296629. For admission purposes, the home address is where a child usually lives with their parent or carer and this defines the catchment area.

Factor 4 - Children who will have a sibling attending the school at the time of their admission.

Included in this factor are siblings (step brothers and sisters and half brothers and sisters) living at the same address and who will be attending the school at the expected time of admission.

Factor 5 - Date of Birth

Admission will be given to the oldest children requesting places within the catchment area.

Factor 6 - Children who live closest to the school.

The distance will be determined by measuring the shortest available route using the public road network from the pupil's home to the main school gate, as determined by the LA. The distance will be measured by using a computerized geographical information system (GIS). Priority will be given to those living nearest to the school using this system. Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

Tie Breakers

Where the offer of a place would lead to oversubscription under any of the above factors, places will be allocated by reference to subsequent factors in order. In exceptional circumstances where it has not been possible to decide between applications, because they have the same distance measurements, the place will be allocated by drawing lots and will be independently verified.

Waiting Lists

A waiting list has been established at our school. Pupils will automatically be put on the waiting list when forms are submitted.