



Children and learning at the heart  
of our CARE-ing community

## Old Fletton Primary School Nursery Admissions Policy

Version 4 - September 2025

### OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

<b>Pre-school provision</b>	With the increased housing built around the school and the many young families moving into the area it is crucial that we ensure a fair & equal opportunity for all to receive their entitlement to 15 hours funded pre school provision
<b>Purpose</b>	Our aim for all children is that they should be happy and successful in our pre-school nursery class. This can only be achieved through careful planning and sharing of information between staff and parents/carers. We expect to work in partnership with families every step of the way.
<b>Linked policies</b>	Teaching and Learning Policy SEND Policy

<b>What is the policy for?</b>	This policy is to ensure that we offer a fair and equal access to our high quality provision that is open and transparent for all.
<b>Who has devised and contributed to this policy?</b>	This policy was initially devised by the Headteacher after consultation with local nursery settings. It is reviewed annually by the Headteacher and Office Manager and formally agreed by Governors.
<b>How will this policy be communicated?</b>	This policy is available on the school website and in the Headteacher's office.
<b>How will this policy be monitored?</b>	Nursery places will be allocated based on criteria set out in this policy. This policy will be reviewed annually inline with the policy monitoring schedule.

## **1. Introduction**

This policy will apply from September 2011. It will be reviewed annually to ensure changes affecting Nursery Education are considered.

- 1.1 This policy applies only to Old Fletton Nursery class.
- 1.2 This policy is a revision of the policy agreed previously following consultation with the headteachers of the other maintained nurseries in Peterborough.
- 1.3 The legal definition of a nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years. At Old Fletton, a child is deemed to be of nursery age as soon as they turn 3 years old. In exceptional circumstances the term in which the child turns 3 (also known as Rising 3s) will be considered with each child's case considered on its own merits.
- 1.4 Funding entitlement does not usually begin until the term following their 3rd birthday. If a family wish to commence a place as soon as their child is 3 years old they must pay fees for all sessions weekly in advance on the Monday morning. Two year old funding may be used by eligible families.
- 1.5 The current School Admissions Code of Practice, which relates only to statutory education, does not apply to this policy.
- 1.6 Places offered under this policy will be available to the child from the date the place is offered until 31st August following their fourth birthday.
- 1.7 The Local Authority (LA) has a responsibility for determining the admission arrangements for nursery education provision in community and voluntary controlled schools and in nursery schools in consultation with the governing bodies.
- 1.8 Each nursery class has an agreed annual admissions limit and offers part-time education places only. A nursery will be full and thus a pupil should be refused admission if the admissions limit has been reached.

## **2. Admission Criteria and timetable**

For applications received for a child seeking admission into Nursery, where more applications are received than places are available, places will be allocated in accordance with the following criteria:

- 2.1 Children who are Looked After.
- 2.2 Children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted.
- 2.3 Children with a high level of need who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher, Special Needs Officer or the Traveller Referral Team.
- 2.4 Children living in the catchment area for the nursery school, who had their 3rd birthday before 1st September in the year of admission with a sibling in school.
- 2.5 Children living in the catchment area for the nursery school, who had their 3rd birthday before 1st September in the year of admission.

- 2.6 Children of staff employed by the school.
- 2.7 Children not living in the catchment area who had their 3rd birthday before 1st September in the year of admission with a sibling in school.
- 2.8 Children not living in the catchment area who had their 3rd birthday before 1st September in the year of admission.
- 2.9 Following initial September allocations based on the above criteria children will then be admitted following their 3rd birthday (paid sessions) or if parents choose to wait until the start of the following term the criteria 2.1 - 2.9 will be applied.
- 2.10 Parents may register their interest in a place at Old Fletton Nursery class at any time, but must formally apply for a place, using the school's nursery admission form, as follows:  
By 1st week in April for places in Autumn term. Letters to families, either offering or refusing places for their children will be sent out in May or early June.
- 2.11 Where places are remaining, later admissions will be possible up to the agreed admission limit. However, places cannot be reserved for children who may move into the area later in the year.

### 3. Reserve Lists

- 3.1 Where more applications are received than places available, the admission criteria will be applied and those children who are not offered places will have their details added to a reserve list. This list will be held until such time as the child is expected to transfer to Reception.
- 3.2 Children's names are placed on reserve lists **in strict order of the criteria, not according to the date of application**. If a place becomes available, the nursery will contact the parents of the child whose name is first on the reserve list. Reserve lists are not waiting lists; a new request from another parent for a child's name to be placed on a reserve list can result in other children being moved further down the list if this child has a higher priority for a place according to the admission criteria.

### 4. Definitions & Additional Information

- 4.1 Siblings are defined as children living in the same family unit, whether or not they are blood-related. This does not include blood-related brothers or sisters who live in separate homes.
- 4.2 Parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.
- 4.3 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 year, the address that is most favourable to the application will be considered as the home address.
- 4.4 Parents are obliged to inform the nursery of any change of address following an application, as this may affect the allocation of a place. Failure to do this could result in an offered place being withdrawn.

- 4.5 A child can have up to a maximum of five terms in a nursery class or school, depending on his or her age and subject to the availability of places.
- 4.6 For the purpose of determining admissions, distances between home and School/Centre will be measured using a straight line between the main entrance door of the School/Centre to the front gate of the child's home. Taking into account the scale of the map used, the distance will be measured in kilometres to 3 decimal places.

## **5. Withdrawing Offers of Nursery Places**

- 5.1. Once a place has been offered in writing there are limited circumstances in which the nursery can consider withdrawing the offer. If a place is offered on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer by the date specified in the letter, the nursery may withdraw the place. These serious situations can only be considered with the full involvement and agreement of the Governing Body.
- 5.2 LA monitoring of the government nursery education scheme requires the LA to ensure that no child is in receipt of more than their entitlement of nursery education.
- 5.3 Families knowingly registering their child at two LA settings, of which one is not part of the flexible extended free entitlement from September 2009, may have both places withdrawn.