Barons Court Primary School and Nursery

NURSERY ADMISSIONS POLICY

Responsible members of Staff

Mrs Rosheena Ali (Head of School)
Mrs Despina Hales (Pupil Admission Administrator)

September 2026

This policy will be reviewed on an annual basis

"Barons Court Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment."

Bold, Ambitious, Resilient, Open, Nurturing, Successful

Barons Court Primary School and Nursery is an Academy within the Learning in Harmony Trust, with a Nursery, offering education to children aged from 3 – 11 years. Our Nursery at Barons Court Primary School has a spacious and modern inside area with a vibrant and large outdoor area. We recognise that each child is an individual and we have high expectations for their personal development and achievement. Children can attend our Nursery the term after their third birthday. Prior to application parents are warmly invited to visit the Nursery by contacting our school office on 01702 331356.

Introduction

This document outlines the process and policy regarding Nursery admissions at Barons Court Primary School and Nursery. This policy is reviewed and consulted on annually to ensure it continues to reflect statutory and local changes in legislation and guidance. When new children join our Nursery it is important that parents are aware of the process of applying for a place at a primary school for the Reception year. This process is separate to that of applying for a place in our Nursery. Parents whose children attend our Nursery, particularly from outside the designated catchment area of our school, are reminded that their child is **not** guaranteed a place at our school when they reach the normal school starting age (e.g. the September of the academic year in which the child will be five). All parents must apply through the Local Authority school admissions procedures.

Admission to our Nursery does not guarantee admission to the school Reception class and a separate application would need to be made for the Reception class through the Local Authority's single application form.

Terminology

- **Reception** - The year children become 5 years old.
- **Year** – Refers to the academic year (September to August).
- **Looked After** - Children who are looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
- **Siblings/Brother or Sister** - For admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister who will be resident at the same address at the time of entry.
- **Published Admission Number** – The number of places, in part time equivalents (15hrs) agreed each year.
- **Universal Entitlement** – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday.
- **Home Address -** 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 given on the application form will be considered as the home address.

Term of Admittance

Children become eligible for the Universal Early Education Funding the term after their third birthday according to the cut off dates below:

Date of birth of child	Term in which child is eligible to be considered for entry to the nursery	Application deadline
1st April and 31st August	1st September (Autumn Term)	1st May
1st September and 31st December	1st January (Spring Term)	1st October
1st January and 31st March	1st April (Summer Term)	1st February

At Barons Court Nursery we offer 15 hour Nursery places for either morning or afternoon sessions through the universal entitlement of 570 hours free early learning in a year. The school admits children without reference to ability or aptitude. The number of 15 hour provision admissions for our school

Nursery is 60. Children with SEND are welcomed and admission to Nursery is considered in accordance with the Equality Act 2010 and the SEND Code of Practice.

Application Process for a Nursery School Place

- Parents may register their interest in a place at our Nursery at any time and once registered their child's name will be put on our waiting list.
- Parents will need to fill in a standard application form when applying for admission into the Nursery and will be informed of the deadline for submission of the application.
- The closing date for **applications** for a Nursery place is the 1st May (September admission); 1st October (January admission) and 1st February (April admission).
- Where there are more applications than places, all applications received by the deadline will be considered using the oversubscription criteria only. The date of the application will not be taken into account when allocating places.
- A child will be considered for a morning or an afternoon place. It is not currently possible to offer a mix of mornings and afternoons. The decision whether to offer a morning or an afternoon place lies with the Head of School.
- It will be made clear on the information provided to parents that attendance at the Nursery is not connected to the admission process for any primary or infant school. Attendance at a Nursery does not guarantee a place at any specific primary or infant school. When considering applications for primary or infant schools, no priority is given to children who have attended a Nursery.
- All information given by the parent/carer will be regarded as confidential but will be made available to those considering the application.
- All applications for places in the Nursery will be held by the school and considered in the week following the admission application closure date.
- Parents who are offered a place for their child and decide to defer entry will be placed back on the waiting list and their application considered alongside other applications in the next round of admissions.
- Applications for places in the Nursery class will be considered by the Head of School and the Pupil Admissions Administrator. There is an obligation for the Head of School to liaise with other bodies, e.g. (Local Authority, Health, Social Care, Pre-School) as appropriate.
- Parents are made aware that if their child attends an alternative setting for further sessions per week, the parents will inform the school as part of the Extended Entitlement funding arrangements.
- Barons Court has agreed with the Local Authority that if parents wish their child to attend Barons Court Nursery they will be expected to take all five morning sessions or afternoon sessions at our setting.
- Following considerations of applications parents will be informed as soon as possible after the admission closure date, of the term before entry to the provision.

Barons Court Primary School and Nursery have agreed the following:

- Children will be ranked according to age and places offered to the oldest children (in the priority order noted below).
- Children can be admitted to the Nursery for a maximum of five terms, part time. For example, five sessions per week from the beginning of the term after their third birthday.
- A three year old is eligible to join the Nursery class at the beginning of the term after their **third** birthday. For this purpose only, terms are deemed to start on 1st January, 1st May and 1st September each year.
- There will be a mix of three and four year olds in the Nursery class for the available 60 part time places (30 - 15 hours of universal provision).
- The morning and afternoon sessions will be approximately the same length and no less than three hours in duration. (8.45am-11.45am and 12.30pm -3.30pm).

Oversubscription Criteria

If, at the application deadline, there are more applications than there are places, then places will be offered in accordance with the following criteria until the Nursery is full:

1. Looked after Children in the care of the Local Authority or previously Looked After Children.
2. Pupils who have an older sibling attending the Nursery or the attached school.
3. Children, who live in the catchment area served by the school.
4. Children of staff at the school.

5. Children who live outside the catchment area served by the school. Priority for any remaining places will be given to those who live closest to the school.

Notes

1. In the event of over-subscription in any one category the term of birth will be given preference. If there is no difference in age by school term then "straight line" distance will be used to measure the distance between the child's home and the Nursery entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority.
2. The address must be the child's primary residence; parents will be asked to provide documentary evidence with regard to residency through the admission process.
3. School terms are defined as 1st September to 31st December, 1st January to 30th April and 1st May to 31st August. Therefore for example if our Nursery was oversubscribed a child born in the Sept-Dec period would have priority over a younger child born in the Jan-April period. Two children born in the same school term would be prioritised according to the distance as in note 1 above.
4. In the exceptional situation where one twin or one or two triplets could be refused a place, the Nursery will have discretion to exceed the place number.
5. Children with an Education Health Care Plan which names the Nursery will be admitted outside the above arrangements, but within the overall place number.

Reserve Lists

Children who are not offered places will have their details added to a reserve list. Children's names are placed on reserve lists in strict order of the over subscription criteria, not according to the date of application. This list will be held until such time as the child is of statutory school age and expected to transfer to a Reception class. If a place becomes available, the school will contact the parents of the child whose name is first on the reserve list.

Appeal Mechanism

Parents can appeal to the Pupil Admissions Committee who will consider all admission appeals as per current legislation and school policy.

Evidence

Parents are required to provide proof of their child's date of birth and home address. Evidence may be submitted in the form of the child's birth certificate 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 and with confirmation of a completion date.

Training Days

During each year there will be six planned training days that will require closure of the Nursery. Parents/Carers will be given at least a half terms' notice of any planned training day and such dates can be found on our school website.

Absences

Short Absences

Where a child is registered to attend the Nursery but is unexpectedly absent for a single session or short period parents must notify the school on the first day by **9.00am** or as soon as practically possible. Every Nursery session absence has to be classified as either authorised or unauthorised. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this. Unauthorised absences are those which the school does not consider reasonable and for which no leave explanation has been given.

Extended Absences

Where extended absence occurs for medical reasons, the school will work to support the family in the most appropriate way for the individual child. It may be that keeping a place open may smooth the

way for a phased return and the best approach for the needs of the child concerned. Extended absences for other reasons must be discussed in advance with the school. Parents are encouraged to take family holidays during the school holidays, but if this is not possible, the request must be made in writing to the school via the term time leave of absence form which includes details of the dates of the proposed absence and the reasons for the request. A written response to the request will be made by the school and parents are advised that all term time holiday requests will be unauthorised by the Head of School, unless exceptional circumstances have been identified.

Expectations on Partnership Working

Children are entitled to a place from the first day of term and offers of a place must always give this as an option even if the school offers 'staggered starts' to help children with transition into our setting. Staggered starts will not be arranged over more than a week or two and will be implemented in consultation with parents. All parents are strongly encouraged to attend our 'Nurture for Nursery' sessions which are run within our Community Hub to support and enhance their child's nursery learning experience before they begin at our Nursery.

Termination of Nursery Place

We require one month's notice, **in writing**, should you wish to terminate your child's place for any reason.

Change in Circumstances

Parents are obliged to inform the school 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. Once a place has been offered in writing there are limited circumstances in which the school 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 within 5 school days, the Nursery may withdraw the place and offer. The Local Authority is required by government to ensure that no child is in receipt of more than their entitlement of free early learning and childcare funding and therefore, any changes in circumstance must be shared with the school as soon as possible.

Transfer to Mainstream School

There is no automatic right of transfer from our Nursery to our Reception class. Children attending the Nursery have no priority for admission to a Reception class in the same school. Parents must apply for a Reception class to the Local Authority using the Single Application Form (SAF) following the Local Authority admissions scheme. Your child is eligible to start school in the September following their 4th birthday, but legally must start the term following their 5th birthday. We recommend all parents discuss these admission options with the school and Nursery staff following receipt of their child's school offer letter. Please note: four-year olds in primary school reception classes are not eligible for early years funding.