

Whitegate End Primary School and Nursery



POLICY FOR ADMISSIONS TO NURSERY

Responsible Committee	Resources
Date ratified	10.12.25
Next review	Dec 2026
Signed on behalf of the governing body	<i>K Painter</i>
Print name	K Painter

Policy For Nursery Admissions

1 Responsibility for admissions to the Governor run nursery class

Responsibility for making decisions regarding admissions to the school's nursery class lies with Headteacher and Governors of the school. The Headteacher is also responsible for the day-to-day administrative arrangements that need to be made to ensure that the policy is followed. Parents can be reassured that this policy and procedures, as adopted by the Headteacher and Governors of this school are entirely in accordance with Local Education Authority guidance in this area.

2 Age Range

The nursery class at Whitegate End Community Primary School will provide education this September for children who will be four years old between 1st September and 31st August the following year. If there are any remaining places and staffing capacity allows, these could be allocated to children the term after their third birthday, in accordance with the free entitlement guidelines

3 Applying for a place in the nursery class

Parents should contact the school to place their child's name on a register of interests list. In March of the year in which their child is due to start everyone on the register will be sent a Nursery Application Form, which should be returned to school by the deadline stated on the form. Only returned application forms and not the register of interests will be used to allocate places.

If there are any special reasons, such as identified medical needs or special educational needs, why parents or other agencies feel a child would educationally benefit from admission to the nursery class, this information with any supporting documentation should be provided on the application form. This should include indications of identified funding to support children in accessing the curriculum.

The length of time a child's name has been on the register of interests will not be taken into consideration, as long as parents meet the deadline stated for returning the application form.

The Headteacher will inform parents by letter as soon after the deadline as is reasonably practicable whether it has been possible to allocate their child a place in the nursery class or not.

4 Number of places available and hours of operation

4.1 Part-time places

All 3 and 4 year olds in Oldham, whose parents want it, are entitled to receive a free part time nursery education place for a maximum of 15 hours per week. This entitlement can be taken at any Early Years provider. Part time sessions will be available from 8.30am to 11.30am or 12pm to 3pm, five days a week. Depending on capacity, there may be flexibility to condense free entitlement over fewer days and the school will consider a request for this in writing.

Part time places will be allocated by the school. The school will either offer a morning or afternoon place according to the places available and the capacity of the class staffing.

4.2 Full-time places

Eligible families of 3 and 4 year olds are entitled to 30 hours of free child care as long as they continue to meet HMRC criteria. More information is available: <https://www.gov.uk/30-hours-free-childcare>

Full time sessions are available from 8.30am to 3pm, five days per week. Information and support on eligibility will be signposted to parents upon request.

If a family is not eligible for the free 30 hours, the school may be able to offer wrap around paid child care for a limited number of children subject to capacity. Each session over and above the free 15 hours will be charged at a standard rate – currently £20.00 per session. Parents may be able to access support for these places via subsidies such as Family Tax Credit. Information and support will be signposted to parents upon request.

Before and after school care is also available at the school but this is in partnership with a private provider who have their own admissions procedures. Please contact Brightstars for further information.

Parents can choose to bring a packed lunch for their child, or book a school meal (current cost £2.65 per day). Parents who are eligible for free school meals can apply in the same way as parents of children in key stages 1 and 2 (details are available from the school and the Local Authority).

4.3 Allocation of part / full time places

No bias will be placed on selection of either a part or full time place. Only the criteria listed in section 6 will be taken into consideration for the allocation of places.

5 Attendance in the Reception Class

Children whose parents are considering applying to other primary schools' Reception classes will be considered equally with those children whose parents are considering applying to the schools' Reception class.

Parents of children who attend the nursery class will not receive automatic entry to or priority for admission to the Reception class at the school. This process is handled by the Local Authority.

Parents will therefore have to apply separately to the Local Authority for a Reception place. The responsibility for admissions to the Reception class rests with the Local Authority.

6 Criteria for admission to the nursery class if over-subscribed

Admission to nursery classes is based on the returned application forms.

If there are more requests for places than there are places available, the Headteacher will use the following criteria, agreed by the governing body, to decide admissions, in the order of priority shown:

6.1 EXCEPTIONAL MEDICAL OR SOCIAL REASONS

Only children with an Education Health and Care Plan and children in care of the local authority will be included in this criterion.

An EHCP must identify that appropriate support has been identified and funded in order to qualify under this criterion.

In the same spirit where children in public care are identified as having additional needs, relevant support and funding should be identified in order to qualify under this criterion.

The Head and Governors will take the decision as to whether exceptional medical or social reasons apply after reviewing all the evidence made available.

6.2 WHERE BROTHERS OR SISTERS ARE IN ATTENDANCE

This only applies when the brother or sister already attends the school (excluding the nursery) *and will still be there when the younger sibling actually starts at the school.*

The school accepts that in some family units (1 or 2 adults and children), the children may not be natural brothers and/or sisters. Older children from the same family unit, can be considered to 'qualify' a younger child under this criterion, provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. Please contact the Headteacher at the school if you need further information.

6.3 GEOGRAPHICAL PROXIMITY AND EASE OF ACCESS TO THE SCHOOL, TAKING INTO ACCOUNT DISTANCE AND EASE OF ACCESS TO ALTERNATIVE SCHOOLS.

PERMANENT ADDRESS

When considering a request for admission to nursery, the only address that the school will consider is the address of the adult with whom the child is permanently resident at the date of application.

Where a child stays with another parent for part of the week further enquiries may be made in order to determine where the child is permanently resident.

If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the school cannot consider this address for the purpose of its admission process.

INTENTION TO MOVE HOUSE

The school can only consider the parents' address at the time of the allocation process. An intention to change address cannot be considered by the school until such a move has actually taken place and proof is available to substantiate the change of address.

Please note that the school will withdraw the place if a false address is given or one where the child is not actually living.

ADMISSIONS TO SCHOOL

Admission arrangements to the Reception class are managed by the Local Authority and are separate to those for the nursery. Attendance at the nursery does not give a child any guarantee or priority for consideration for admission to the Reception class. Parents must make a separate application for admission to the Reception class.

7 Waiting list

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, it will be possible for children's names to be added to a waiting list. Parents should make a specific request to the school that their child's name should be added to the waiting list for places.

8 Right of appeal

As nursery education is non-statutory the school's decision will be final and there is no formal right to appeal to an Independent Appeal Committee, in this area. However, the Headteacher would be happy to discuss any concerns that parents might have.