



## **Nursery Admissions Policy**

**January 2023**

**Updated January 2025, April 2026**

### **1. Introduction**

This policy is a statement of the aims, principles and strategies for the admission of children into the school Nursery provision. It is in line with Calderdale's Early Years Admissions Policy.

### **2. Rationale**

All children are entitled to a free early education place the term following their 3<sup>rd</sup> birthday and Local Authority policy is that they transfer to full-time schooling during the academic year of their 5<sup>th</sup> birthday (see admission dates) although full time schooling is not compulsory until the term after a child is 5. 3 and 4 year olds with eligible working parents are also able to access the childcare entitlement to an additional 15 hours a week over 38 weeks.

This policy sets out the arrangements to be followed for admissions to schools with a nursery class and those with foundation units.

Parents and carers may choose to access an early education place through a variety of Early Years providers of which schools with nursery classes are one option. The focus of this decision should be meeting the needs of the individual child. A full list of providers can be obtained from the Early Years & Childcare Sufficiency Team who can also advise on the 'Early education and childcare statutory guidance, 2026'. Where parents split their child's entitlement between providers, the Local Authority and providers will need to distinguish between the 15 hours universal entitlement and the additional 15 hours working parents' entitlement in order to accurately record take-up. Schools should use the Parental Declaration or admissions form to enable parents to indicate which of their child's entitlements, the universal entitlement and/or the working parents' entitlement, they are taking-up in the school and, where appropriate, pass this information onto the Local Authority. If a parent ceases to meet the eligibility criteria for the working parents' entitlement, the parent may, at that point, choose at which provider they continue to take-up their child's universal entitlement

### **3. Objectives and principles**

For nursery places, each school and their Governing Body is responsible for admissions (non-statutory schooling). However, each Local Authority maintained school is required to adhere to Calderdale Council's Early Years Admissions Policy. This is to ensure maintained schools carry out their duty to admit children on a consistent and fair basis with other maintained schools, and to support the Local Authority to carry out its duty regarding the sufficiency and sustainability of all providers across all sectors.

### **4. Approaches**

#### **4.1 Entitlement to an Early Education Place**

Schools should have regard to the 'Early education and childcare statutory guidance 2026'.  
<https://www.gov.uk/government/publications/early-education-and-childcare--2>

Admission to a nursery class does not guarantee an automatic place in Reception in the same school. A child's attendance at a Local Authority nursery is not taken into consideration in the allocation of places in the reception



year. Parents of children in nursery classes must complete a Schools' 'Common Application Form' in order to request a full-time place in school. More information on the admissions process is available at <http://www.calderdale.gov.uk/education/schools/admissions/index.html>

The school asks parents to sign a statement to say they understand that admission to a nursery class does not guarantee an automatic place in school. These forms must be made available for audit by the Local Authority.

The school makes parents aware that an offer of a donation of money or in kind to procure a school place is illegal and to ask a school to consider this is to ask them to become involved in fraudulent activity.

#### 4.2 Admission Dates and Information collected

The earliest a child can be admitted to free early years education at Withinfields is the term after their 3<sup>rd</sup> birthday. (See below)

All children are required by law to start school at the beginning of the term after their 5<sup>th</sup> birthday.

The part-time admission dates are:

<b>Term in which 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> birthday falls</b>	<b>Dates of birth</b>	<b>Term of Part-time admission</b>
<b>Spring</b>	<b>1<sup>st</sup> January – 31<sup>st</sup> March</b>	<b>Summer</b>
<b>Summer</b>	<b>1<sup>st</sup> April – 31<sup>st</sup> August</b>	<b>Autumn</b>
<b>Autumn</b>	<b>1<sup>st</sup> September – 31<sup>st</sup> December</b>	<b>Spring</b>

Children born in April must be admitted in the following September and not after Easter regardless of when Easter falls.

Schools that are eligible to offer early education places on a part-time basis are responsible for administering this. Parents must contact the school directly when applying for an early education place. Each school should then allocate places in accordance with this policy.

Each school should have their own application form for early education places, which all parents must complete and sign. The Local Authority may request copies of these for audit purposes.

School identifies a date each term when admissions for the following term will be allocated. Parents are notified in writing when an early education place will be available. Parents are requested to confirm that they accept the offer of a place. Following notification that a place is available, a child should be expected to take up the place within 2 weeks of the start of term. If a staggered intake is offered all children must be in school by the end of 2<sup>nd</sup> week of term. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher then the offer of a place can be removed. No funding will be provided until a place is taken up.

School records evidence to verify a child's date of birth and identity. Examples are: a birth certificate or passport. Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating all the information provided is correct and that they are aware all information given is audited regularly

The home address for each child is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child, and is assumed to be the address



where the child spends the majority of the time, even if he or she lives at a different address for some days of the week.

Schools also expected by the Local Authority to record details of a parents/carer's surname, date of birth and National Insurance or NASS (National Asylum Support Service) number, in order for the Local Authority to be able to check for a child's eligibility for Early Years Pupil Premium (EYPP). National Insurance or NASS numbers are input on the Early Years Portal and are then destroyed.

If a child is refused an early education place then the parent/carer may appeal to the Governing Body Appeals Committee. Governors should adhere to the Statutory Framework for the Early Years Foundation Stage 2025 (and subsequent revisions) and they cannot admit children over their designated capacity. Therefore, the only grounds for upholding an appeal should be where a parent demonstrates that an error has been made by the school when processing an application that may have resulted in a place being offered to another child.

#### 4.3 Early Years Admission Over-Subscription Criteria

Where the school receives more applications than places available then children will be admitted in the following order:

- 1 Children under statutory assessment of their Education, Health and Care Needs or with an Education, Health and Care Plan (which names the school);
- 2 Children in Public Care (Children who are Looked After), including those who have been adopted or who are subject to a residence order, a special guardianship order; or a child arrangements order.
- 3 Children who have a sibling attending the school at the time of admission (Siblings are defined as children with brothers or sisters (including half/step-brothers or sisters) permanently resident in the same household, in attendance at the same school or a school on the same site, on the date of admission);
- 4 Other children.

If there is over subscription in any category, then children will be admitted in the order of proximity of the pupil's permanent home to school. Distances are calculated using a straight line measurement from the pupil's home to the closest designated school gate. Distances are calculated using the Local Authority's GIS (Geographical Information System). No other method of measuring distance will be considered. Each property has a co-ordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point from which distance measurements will be made.

School advise parents that it is their responsibility to inform them immediately of any change of circumstances that may affect their application (for example, a change of address.) School makes clear to parents their closing date for applications for nursery places and how late applications will be dealt with.

Parents are not expected to purchase additional services, for example wrap around care, in order to gain a place at the school. Although Nursery children are encouraged to wear school uniform, it is not a condition of them being offered a place. Parents can purchase a school dinner but can also bring a packed lunch from home.

Where required, the Local Authority will provide support to a school in applying the part-time admissions criteria.

#### 4.4 Nursery Capacity

The capacity in our nursery is 32 children in any session. The school offers a flexible approach to sessions in order to accommodate parental working patterns etc. All parents are asked to provide details of their preferred sessions and sessions are allocated in order of the above criteria. E.g. Children admitted under Criteria 1 will



be allocated sessions first according to preference. A child's total sessions, whether Universal or Working parents' entitlement hours, will be allocated before allocating sessions for the next eligible pupil.

#### 4.5 Funding for Early Education Places

Funding for children to access their entitlements to early education (prior to reaching statutory school age) is based on the factors and criteria set out in the Calderdale Early Years Single Funding Formula. This is reviewed on an annual basis prior to the April of each year.

#### 4.6 Charging for additional services

Government funding is intended to deliver 15 or 30 hours a week of high quality, flexible early education. It is not intended to cover the costs of meals, other consumables, additional hours or optional activities. Schools can charge for meals and snacks, consumables and optional activities as part of a child's entitlement, as long as parents are not required to pay as a condition of taking up their child's place. We offer a school meal to parents who wish to purchase this but parents also have the option of sending their child with a packed lunch. Although Nursery children are encouraged to wear school uniform in order to feel as though they are part of the Withinfields Family, it is not compulsory. Schools may utilise unallocated nursery places to offer additional provision beyond the early education entitlement. Where parents choose to purchase additional hours of provision or optional activities, this is a private matter between the school and the parent, but schools must have a charging policy and inform parents of any charges before they are incurred. Schools must inform parents of the arrangements for purchasing additional sessions and also ensure they have clear invoicing structure in place for parents. Further information including costing can be obtained from the school office. School does offer children opportunities to take part in visits and outings but these are funded for all children from the school's enrichment pot. Money for this fund is raised throughout the year from fundraising events that Nursery parents can choose to be involved in.

Where a child is a registered pupil of the school, the School shall at all times comply with the requirements of the Education Act 1996 regarding the provision of Free School Meals.

More information on charging is available in the 'Early Years entitlement: Operational Guidance' [Early Years entitlement: Operational Guidance](#)

#### 4.7 Statutory Framework for the Early Years Foundation Stage (EYFS) 2025

Under the requirements of the Childcare Act (2006) each school and their Governing Body must adhere to the [Statutory Framework for group and school-based providers](#).

#### 4.8 Children with Special Educational Needs/Disabilities (SEND)

The Children and Families Bill 2014 introduced the SEND Reforms. Schools are required to have regard to the current SEND Code of Practice when allocating places in their nursery. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf) and the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/contents>

### **5. Monitoring and Evaluation**

The implementation of the policy will be reviewed by the headteacher prior to admission dates.

### **6. Review**

The policy will be reviewed in line with Calderdale Local Authority's review of their Early Years Admissions Policy.