Nursery Admissions Policy

Capel St. Mary CEVC Primary School

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1. Aims

This policy aims to:

- Explain how to apply for a nursery place at the school
- Set out the school's arrangements for allocating places to the pupils who apply

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

Department for Education: School Admissions Code

School admissions code - GOV.UK (www.gov.uk)

Equality Act 2010

Equality Act 2010 (legislation.gov.uk)

Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Three and Four Year Olds

Early education and childcare - GOV.UK (www.gov.uk)

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

The governing body at Capel St Mary is the admissions authority and has the responsibility for setting the admission arrangements and for making decisions regarding admissions applications to nursery classes.

3. Points of admission:

All 3 and 4 years olds become eligible for Early Education Funding from the start of the term following their third birthday.

Birthday	**Free early education from beginning of**
01 September to 31 December	Spring Term (after Christmas holiday)
01January to 31 March	Summer Term (after Easter holiday)
01 April to 31 August	Autumn Term (after Summer holiday)

4. Admission places:

At Capel St Mary CEVC Primary School, we offer Nursery Education to 3- and 4-year-olds who become eligible for Early Education Funding (Universal Entitlement) from the start of the term following their third birthday. The Universal Entitlement provides 15 hours of free early education for 38 weeks of the year (matching our school terms). At Capel St Mary CEVC Primary School, **this 15-hour universal entitlement is offered through 5 morning**

sessions from 8:50am to 11:50am for 5 days each week. Each of these morning sessions lasts 3 hours.

The school has an admission number of maximum of 26 pupils for entry in nursery.

However, the number of children that can be admitted to our nursery will depend on a number of things including how many children already attend our nursery and the amount of floor space we have.

At Capel St Mary CEVC Primary School, the nursery pupils are accommodated in the Early Years Foundation Stage alongside the Reception cohort. Due to space, the Early Years Foundation Stage is limited to 56 pupils overall. Therefore, the number of nursery places available at Capel St Mary CEVC Primary School is also restricted by the number of pupils in the Reception cohort and this may fluctuate.

The Governors also consider the local demand for places and the age ranges of the children wanting a place. If there is unexpectedly high demand, we will let Suffolk Early Years and Childcare Service know and work with them to support parents to find places in the locality for their children.

Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer.

If there are no places available, we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.

Sometimes there are fewer places than the number of children wanting them, if this happens, we use our oversubscription criteria to help us decide who will be offered places.

It should be noted that admission to the school nursery does not guarantee admission to Reception in the school. All parents, including those whose children attend the school nursery, must follow the normal admissions procedures for school places via the Local Authority when applying for full-time education.

4. How to apply

In Suffolk, nursery admissions are managed directly by individual schools or their governing trusts, rather than centrally by the Local Authority. Therefore, parents must apply for places at Capel St Mary CEVC Primary School nursery directly through the school.

Applications can be considered all year round for children who are eligible to join the Nursery and places will be allocated for the beginning of the appropriate term after the child's third birthday. Application forms can be obtained from the school office or downloaded from the school website. Once completed, they should be returned to the school office.

We will offer places in our Nursery until the available places are filled. We allocate places to eligible children and will contact parents by telephone to inform them if their application has been successful. Parents will then receive a letter confirming our offer of a place approximately before each half term before the child's start date. This letter will include the start date and details of transition arrangements, including an opportunity to meet the teacher and an induction session for the children.

As part of the transition, parents will be supplied with a transition pack, which will include a handbook, a pupil details form and a funding form. These must be returned to the school office along with a birth certificate or passport as evidence of the child's date of birth. Evidence of the date of birth is noted on the funding form.

If we are made aware that a child has been attending at another setting, we shall liaise with them in order to support a smooth transition into the school Nursery.

If there are no places available, we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.

If the nursery is not oversubscribed, all applicants will be offered a place.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use our oversubscription criteria to help us decide who will be offered places.

The final decision on when or whether a child is admitted to the school Nursery and the allocation of sessions rests with the Headteacher and governing body of the school.

5. Oversubscription Criteria

The oversubscription criteria at Capel St Mary CEVC Primary School is reasonable, clear, objective, procedurally fair, and complies with all relevant legislation, including equalities legislation. The governing body ensures that the arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.

In the event that the nursery receives more applications than the number of places it has available, places will be given to those children who meet the criteria set out below, in order, until all places are filled. The length of time on any waiting list will not be considered. The following oversubscription criteria will be used in the order they are numbered:

1. All children whose Education, Health and Care (EHC) plan names the school nursery will be offered a place.
2. **Children in care (looked after children) and children who were previously in care** (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).
3. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
4. Children entitled to Early Years Pupil Premium funding: https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-forparents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-3-and-4-yearolds/early-years-pupil-premium-eypp/
5. Children wanting to take their full funded entitlement with Capel St Mary CEVC Primary School (15 hours over 5 mornings).

6. Siblings: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single-family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion. Priority will not be given to children with siblings who are former pupils of the school.
7. Children of UK service personnel.
8. Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
9. Date of birth – places will be allocated in date of birth order (oldest to youngest)

Tie Break

In the unlikely event that there are not enough spaces for children requesting places, and applicants cannot be separated by the criteria listed above, the place will be offered to one applicant on the basis of lots drawn by the schools' Office Manager, supervised by a member of the school's governing body.

Waiting List

We will maintain a clear, fair and objective waiting list for children entering Nursery. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined above. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

6. Oversubscription Criteria: Supporting Notes and Definitions

Parent

For the purposes of education law, Section 576 of the Education Act 1996 defines a 'parent' as:

▪ all natural (biological) parents, whether they are married or not;
▪ any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
▪ any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

Children in care (looked after children)

A 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Children previously in care (previously looked after children)

Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (Section 46 adoption orders). Child

arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Children adopted from state care outside of England
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

Sibling
Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single-family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births
If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, St Mary's School will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Capel St Mary School will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

Ordinarily resident
By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at the school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent or carer must be provided to confirm the child's living arrangements at the time of application. In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to

support the application. Agreement in writing by the parents/carers will be required to state which address is to be used as the ordinarily resident address. If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

Moving House

If you are moving to a new address and you want to use that address as your child's ordinarily resident address for your application, you must provide written evidence that you are legally committed to the move. The evidence must be one of the following: proof of exchange of contracts for your new address, or a signed letting/tenancy agreement confirming your new address. For on entry applications evidence should be received by the relevant closing date and confirm that the move it will happen before the start of the school term you have applied for. For in year applications written evidence should be provided with the completed application form and show that the move will take place before the start of the term that you are applying for.

Children of UK service personnel (UK Armed Forces): The school nursery supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation of posting in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quartering area address.

Children of Gypsies, Roma, Travellers, refugees and asylum seekers: We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our Nursery if that is deemed to be the best way to meet the needs of the child and family.

Taking up their full free entitlement:

All children who wish to attend for 5 mornings a week will be considered before those choosing to attend for 4,3,2 or 1 mornings. If parents subsequently reduce the number of days their child wishes to attend after we have allocated their child a place, we reserve the right to withdraw the place and offer it to the next child on the waiting list.

7. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Reviewed: June 2026

Next Review Date: Summer 2027