

Nursery Admissions Policy

Normanton Common Primary Academy



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This policy will take effect for all nursery admissions for the academic year commencing September 2026 and will not apply retrospectively to applications already processed.

1. Introduction

This policy sets out the arrangements for admission to the school's nursery provision. Nursery education is for children below compulsory school age. It is not part of statutory school admissions and is therefore not covered by the School Admissions Code 2021. The statutory admissions framework applies to entry into Reception and above, not to nursery provision.

Admissions to nursery are determined by the school in line with this policy. The arrangements are designed to be clear, fair and objective, and to comply with relevant legislation including the Equality Act 2010.

The nursery provision forms an important part of the school's early years offer and is designed to support children's communication, language, personal, social and emotional development so that they are well prepared for Reception and able to thrive in school. The school works in partnership with families to establish strong routines, independence and positive attitudes to learning from the earliest stage.

Admission to the nursery does **not** guarantee admission to Reception. A separate application must be made through the Local Authority for a Reception place in the normal admissions round. Families of children attending the nursery are warmly encouraged to consider applying for a Reception place at the school; however, applications will be determined strictly in accordance with the published Reception admissions arrangements.

2. Universal and Extended Entitlement for 3- and 4-year-olds

The school offers funded early education for eligible 3 and 4 year olds in line with current government entitlement arrangements. This is offered during term time only and operates for 38 weeks per academic year, in line with the school calendar.

Universal Entitlement - 15 Hours: All eligible 3 and 4 year olds are entitled to 15 hours of funded early education per week during term time.

Extended Entitlement - 30 Hours: Eligible working parents may apply for an additional 15 funded hours, bringing the total to 30 hours per week during term time.

Extended places:

- Are subject to availability within the overall nursery capacity
- Require a valid eligibility code issued by HMRC
- Must be reconfirmed by parents each term in line with national requirements

If a parent ceases to meet the eligibility criteria for the extended 30 hour entitlement, the child may continue to access extended funded hours for the nationally determined grace period. At the end of the grace period, if eligibility has not been reconfirmed, the child will revert to the universal 15 hour entitlement.

3. Number of places available

The number of nursery places available at each school is set out in Appendix 1.

The published nursery capacity shown in Appendix 1 represents the maximum number of funded nursery places that can be accommodated, taking account of available accommodation, staffing arrangements, statutory adult-to-child ratios and operational requirements.

Within the published capacity, places may be allocated as either 15-hour funded places or 30-hour funded places.

The number of extended (30-hour) places available at each school will be determined annually in line with demand, staffing ratios, accommodation and operational capacity. Where the number of requests for extended places exceeds the places available, applications will be prioritised in accordance with the oversubscription criteria set out in this policy.

The publication of a nursery capacity does not guarantee that all places will be available in every admission round. The school reserves the right to organise nursery provision in a manner that ensures the safe and efficient operation of the setting and compliance with statutory requirements.

4. Starting dates

A child can be admitted to our Nursery **the term after their 3rd birthday**.

Three year olds born between	Starting month	Term of admission
1 April – 31 August	September	Autumn
1 September – 31 December	January	Spring
1 January – 31 March	After Easter	Summer

April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

5. Use of Funded Hours

The universal entitlement provides up to 15 hours of funded early education per week during term time. Parents may request fewer than 15 hours; however, places are allocated in defined session blocks in line with the school's nursery structure.

Where a request for fewer hours does not align with the school's sessional model or would prevent the effective use of available places, the school reserves the right to offer an alternative pattern of attendance or to allocate the place to another child. Once an attendance pattern has been agreed, parents are expected to ensure consistent attendance in line with that pattern.

6. Pattern of Sessions

Nursery provision is delivered in defined session blocks in line with the school's staffing structure and Early Years Foundation Stage requirements.

See Appendix 1 for the full sessions times.

- Universal (15 hour) places are normally delivered as five morning sessions, five afternoon sessions, or in some settings, a combination of full day sessions that equate to 15 hours per week.
- Extended (30 hour) places are delivered as five full days per week, subject to eligibility and availability within the overall nursery capacity.

Attendance must follow one of the agreed session patterns. Individual or ad hoc arrangements outside the published session structure cannot normally be accommodated.

The school reserves the right to determine the session pattern offered, taking account of availability, staffing ratios and the efficient use of nursery places. Once agreed, the attendance pattern must be adhered to consistently.

7. Split Funded Entitlement Across Two Settings

Parents may choose to access their funded early education entitlement across more than one registered provider, subject to national funding rules. Where a parent intends to split funded hours between this nursery and another setting, it is the parent's responsibility to:

- Inform each provider of the total number of funded hours being claimed
- Confirm how the universal (15 hour) and, where applicable, extended (30 hour) entitlement will be allocated
- Ensure that the combined funded hours claimed across both settings do not exceed the maximum entitlement

The school will require parents to complete a funding declaration form confirming the number of hours claimed at this setting and any other provider. (See section 6 above).

8. Additional Services

Funded early education places are provided free at the point of delivery in accordance with national early education funding guidance. The school will not charge for a child's funded entitlement and parents will not be required to purchase any additional services, childcare or provision as a condition of accessing a funded nursery place.

The availability, purchase or use of any additional services will not form part of the nursery admissions process and will not influence the allocation of nursery places.

Subject to availability, parents may choose to purchase additional childcare or nursery provision beyond their child's funded entitlement. Details of the additional services available at each school, together with the applicable charges and booking arrangements, are set out in Appendix 2 and Appendix 3.

Additional paid nursery provision is offered in defined session blocks only and must align with the school's published nursery session structure. Additional sessions cannot normally be booked on an

ad hoc or hourly basis and must be agreed in advance in accordance with the booking arrangements set out in Appendix 3.

Where a child accesses a 30-hour funded place, parents may, where available, purchase additional childcare before or after the funded nursery day in accordance with the published charging arrangements.

All additional paid provision is subject to availability, staffing ratios, accommodation and the efficient operation of the nursery. The school reserves the right to determine the pattern and availability of additional services and childcare provision.

Parents may choose whether or not to access any additional services and may make alternative arrangements for childcare outside their child's funded entitlement.

The school will make charges for additional services such as extended hours beyond funded entitlement (wrap around care) or other optional provision. These services are not compulsory and parents may provide alternatives where appropriate.

9. Equality, Inclusion and Special Educational Needs

The school is committed to fair and inclusive nursery admissions and will comply with the Equality Act 2010 in the administration of this policy. No child will be treated less favourably on the basis of disability or any other protected characteristic.

Children with disabilities, including those who do not have an Education, Health and Care Plan, will be considered in accordance with the published oversubscription criteria. The school will make reasonable adjustments where required to ensure that disabled children are not placed at a substantial disadvantage in accessing nursery provision.

Children with an Education, Health and Care Plan that names the school will be admitted in accordance with statutory requirements.

Children who have identified special educational needs or disabilities but who do not have an Education, Health and Care Plan, including those undergoing statutory assessment, will be considered in line with the published oversubscription criteria. The identification of SEND does not in itself confer additional priority for admission.

The school will work with parents, the Local Authority and relevant professionals, where appropriate, to consider how a child's needs can be met within the nursery provision, taking account of available resources, staffing arrangements and statutory requirements under the Early Years Foundation Stage framework and the SEND Code of Practice.

Admission decisions will not be made solely on the basis of a child's special educational needs or disability. The school will consider each application individually and will comply with its duties under the Equality Act 2010, the SEND Code of Practice and the Early Years Foundation Stage framework.

10. Applying for a place

Parents must apply directly to the school for a nursery place by completing the school's application form, which is available on the school website and from the school office.

The school will provide support to parents who require assistance in completing the application form, including support for families with limited literacy, English as an additional language, or accessibility needs. Application forms can be provided in alternative formats on request. Parents are encouraged to contact the school office if they require help or clarification.

The school will acknowledge receipt of all completed applications.

Applications must be received by the **published closing date** for the relevant term of admission.

	Closing Date for Applications
To start in September	31 st March
To start in January	30 th September
To start after Easter	10 th January

All applications received by the closing date will be considered together and places will be allocated in accordance with the published oversubscription criteria and the school's published nursery capacity.

Submission of an application does not guarantee that a place will be offered.

Requests for universal (15 hour) and extended (30 hour) places will be considered within the same allocation process. Extended places are subject to eligibility and availability within the overall nursery capacity. Where an extended place is requested, parents must provide a valid eligibility code by the published deadline.

Requests for fewer than 15 funded hours per week will be considered in line with the school's published sessional structure and availability.

Applications received after the published closing date will be treated as late applications and will be considered after the initial allocation of places.

Applications that are incomplete or received without required supporting information may not be processed until all necessary information has been provided.

The school will publish application deadlines and allocation dates annually on its website.

11. Admissions criteria

If the number of applications received for a nursery place does not exceed the number of places available then **all** children will be admitted.

Oversubscription Criteria

Where the number of applications for nursery places exceeds the number of places available, children will be admitted in the following order of priority:

1. Children with an Education, Health and Care Plan (EHCP) that names the school.
2. Looked after children and previously looked after children.
3. Children who live within the school's catchment area and who have a sibling attending the school at the time of admission.
4. Other children who live within the school's catchment area.
5. Children who live outside the catchment area and who have a sibling attending the school at the time of admission.
6. All other children.

Within each category, places will be allocated in age order, with priority given to the oldest children first, reflecting the school's aim of providing nursery education to children closest to Reception age where demand exceeds available places. Where two children share the same date of birth and there are insufficient places available, priority will be given to the child who lives nearest to the school.

For admissions purposes only, one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

Where the admission of siblings from a multiple birth would cause the school to exceed its published nursery capacity, the school will consider whether it is able to admit all siblings without breaching statutory staffing ratios or space requirements. The school may seek advice from the Local Authority Early Years Team where appropriate.

Parents must inform the school immediately of any change of address. Applications will be reassessed against the published criteria where a material change occurs prior to allocation.

The availability or purchase of wraparound care or any additional services will not form part of the admissions criteria. No parent will be required to purchase additional provision in order to secure a funded nursery place.

12. Allocating and Confirming Nursery Places

The Trust Board is the admissions authority for the school's nursery provision and approves the admissions arrangements. Responsibility for oversight of the implementation of this policy is delegated to the Academy Standards Committee. The operational administration of nursery admissions is delegated to the Headteacher, who will apply the published admissions criteria and allocate places in accordance with this policy. The allocation process will be recorded to ensure that the criteria have been applied fairly and consistently.

Parents will be notified in writing of the outcome of their application.

Where a nursery place is offered, parents will be required to confirm acceptance by the stated deadline. If a child does not take up their nursery place within two weeks of the agreed start date, the school reserves the right to withdraw the place following reasonable attempts to contact the parent.

The school may request documentary evidence to confirm a child's ordinary place of residence or eligibility for extended funded entitlement. Parents are required to ensure that all information provided is accurate and up to date.

Where it is believed that false, misleading or fraudulent information has been provided, the school will investigate the matter and provide parents with an opportunity to respond before any decision is taken. Following consideration of all relevant information, the school may withdraw the offer or place where it is satisfied that the place was obtained on the basis of materially inaccurate information.

Eligibility for the extended 30 hour funded entitlement is determined by HM Revenue and Customs. Parents must obtain a valid eligibility code and provide this to the school before an extended place can be confirmed. Parents are responsible for reconfirming their eligibility with HMRC each term in line with national requirements. The school will verify eligibility codes through the Local Authority portal prior to the start of each funding period.

13. Attendance Expectations for Nursery

Although nursery provision is not compulsory, regular attendance is important so that children can benefit fully from early education. By accepting a nursery place, parents agree to ensure that their child attends regularly and punctually in line with the agreed attendance pattern. Regular attendance in nursery helps children build confidence, develop friendships and establish the routines that underpin successful transition into Reception.

Children admitted to the nursery are placed on the school roll and are subject to the school's Safeguarding and Child Protection Policy, in line with Keeping Children Safe in Education.

Parents must notify the school of the reason for any absence on the first day. The school will follow up any unexplained absence in line with its safeguarding procedures. Where there are concerns about a child's welfare, appropriate action will be taken, which may include contact with parents, home visits or referral to external agencies.

Where attendance causes concern, the school will first work with parents to understand and address any barriers to attendance, including medical, safeguarding, family or SEND-related factors. Before any decision is made regarding the continuation of a nursery place, parents will be invited to discuss the circumstances and any relevant evidence will be considered. The school will only withdraw a nursery place where attendance remains persistently poor without reasonable explanation and where reasonable efforts to improve attendance have been unsuccessful.

The school will work in partnership with families to promote good attendance, independence and readiness for school, and to address any barriers to regular participation.

14. Waiting Lists

Where nursery places are oversubscribed, a waiting list will be maintained. The waiting list will be ranked in accordance with the published oversubscription criteria and not by the date the application was received. The waiting list will be re ranked each time a new application is received or when circumstances change, so a child's position on the list may move up or down.

The waiting list will be maintained until the end of the academic year for which the application was made. If a place becomes available, it will be offered to the child at the top of the waiting list at that time.

15. Review of Admissions Decisions

There is no statutory right of appeal in relation to nursery admissions.


If a parent believes that the admissions arrangements have not been applied correctly, they may request a review of the decision by writing to the Academy Standards Committee within 10 school days of receiving notification of the outcome.

The review will consider whether the published admissions criteria were applied fairly, consistently and correctly in the individual case. It will not reconsider the application on the basis of personal circumstances or reassess the merits of the application where the criteria have been properly applied.

The decision of the Academy Standards Committee following the review will be final.

16. Complaints

Complaints relating to the administration of nursery admissions should initially be raised with the Headteacher. If parents remain dissatisfied, they may use the Trust's Complaints Policy. This does not create a right of appeal against nursery admissions decisions but provides a mechanism for concerns regarding the administration of the admissions process to be considered.

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Appendix 1: Number of Places Available

	Published Nursery Capacity Number	
Normanton Common Primary Academy	26	15 hour places

Within this capacity, places may be allocated as 15 hour or 30 hour funded places.

The number of extended (30 hour) places available each year will be determined by the school in line with demand, staffing ratios and operational capacity. Where the number of requests for places exceeds availability, the school will allocate places in accordance with the published oversubscription criteria.

Appendix 2: Session Times

The school offers the following session patterns:

	15 hours - morning		15 hours – afternoon		30 hours	
	Morning Session Start	Morning Session End	Afternoon Session Start	Afternoon Session End	Morning Session Start	Afternoon Session End
Normanton Common Primary Academy	8:50am	11:50am	12:20pm	3:20pm	8:50am	2:50pm*

* Additional childcare hours outside a child's funded entitlement may be purchased by parents and carers, subject to availability. These may include early drop-off sessions, extended day provision and extended collection arrangements. See Appendix 3.

The funded entitlement is delivered as a continuous period of early years provision.

Appendix 3: Additional Services

The setting offers a range of optional additional services to support families and provide greater flexibility around the funded early education and childcare entitlement. Details of these services and the associated charges are set out below. All services are subject to availability and places may be limited. Additional services are provided over and above a child's funded early education and childcare entitlement and do not form part of the funded offer. The purchase of any additional service is entirely optional. Parents and carers may access their child's funded entitlement without purchasing any additional services, and access to a funded place will not be conditional upon the purchase of any chargeable provision. All additional services are subject to availability, staffing and operational viability. The school reserves the right to amend or withdraw any additional service, including where insufficient bookings are received to enable the provision to operate sustainably. Where this occurs, parents will be notified as soon as reasonably practicable.

Available at	Additional Service	Cost
Normanton Common Primary Academy	<p>Early Bird Drop Off (15 mins)</p> <p>To support working families and provide additional flexibility, the setting offers an Early Bird Drop-Off session from 15 minutes before the start of the normal nursery day.</p>	<p>£2.00 per child per day</p>
Normanton Common Primary Academy	<p>Wraparound Collection Session (1 hour)</p> <p>The setting offers an optional wraparound childcare session at the end of the nursery day for families requiring childcare beyond their child's funded early education and childcare entitlement. The Wraparound Collection Session provides up to one hour of additional childcare following the end of the nursery school day. Children will be cared for in a safe, supervised environment and offered age-appropriate activities until collection.</p> <p><i>NB. The 30 min Extended Collection Session (£3.30) and 1 hour Wraparound Collection Session (£6.60) cannot be combined. The Wraparound Collection Session is not an extension of the Extended Collection Session and must be booked as a separate alternative provision.</i></p>	<p>£6.60 per child per day</p>
Normanton Common Primary Academy	<p>Additional Paid Hours – Session Based Provision</p> <p>Additional nursery provision beyond a child's funded early education and childcare entitlement is available through the purchase of additional nursery sessions. Additional paid provision is offered in fixed three-hour session blocks only. Individual hours, part sessions or ad hoc hourly childcare cannot be purchased. Additional sessions must align with the nursery's published session times and cannot be split or reduced. Requests for additional paid sessions must be agreed in advance and are normally booked for a full term. Once agreed, the session pattern will remain in place for the duration of that term unless otherwise agreed by the setting.</p>	<p>£19.80 per child per three-hour session</p>

Charges

Additional paid sessions are offered during term time only and are not available during school holidays.

Fees remain payable in cases of absence, including illness, holidays or other non-attendance. Refunds or credits will not be given for missed sessions. Where the school is required to close due to circumstances beyond its control, charges will be reviewed in line with Trust guidance.

Additional paid sessions are chargeable whether or not the child attends. Fees are based on the reserved place rather than attendance.

Payment Terms

Invoices for additional sessions will be issued in advance of the relevant period. Payment must be made by the stated due date. The Trust may require payment in advance to secure additional paid sessions.

Accounts must be kept up to date. Where payment is not received:

- A reminder will be issued.
- A further reminder may follow.
- Parents may be invited to agree a repayment plan where appropriate.

If payment remains outstanding and no repayment plan is agreed, the Trust reserves the right to:

- Withdraw additional paid sessions following reasonable notice; and
- Refer the debt for formal recovery through the Trust's finance processes.

Withdrawal of paid sessions will not affect a child's entitlement to funded early education hours.

Late Collection

Children must be collected promptly at the end of their agreed session. The Trust reserves the right to apply a late collection charge of £10 per 15 minutes where a child is collected after the agreed finish time.

Changes and Notice

Requests to amend or cancel additional paid sessions must be made in writing and will normally require one full term's notice. The school may agree to shorter notice at its discretion where capacity allows. If a child becomes eligible for extended funded entitlement during a term, adjustments to paid sessions will take effect from the start of the next funding period.

Review of Charges

Charges for additional nursery provision will be reviewed annually and communicated to parents in advance of implementation.

Appendix 4: Template Booking Form for Schools - example

Child's Name	
Date of Birth	
Parent/Carer Name	
Contact Number	
Email Address	
Academic Year	

FUNDED ENTITLEMENT

Please indicate the funded entitlement your child is accessing:

- 15 Hours Funded Entitlement
- 30 Hours Funded Entitlement
- Stretched Funding Arrangement (where applicable)

FUNDED SESSION REQUIREMENTS

Please indicate the sessions required.

Day	Morning Session	Afternoon Session	Full Day
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL ADDITIONAL SERVICES

Early Bird Drop-Off - 15 minutes before the start of the nursery day (£2.00 per day)

Day	Required

Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>

Extended Collection Session - 30 minutes additional childcare at the end of the nursery day (£3.30 per day)

Day	Required
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>

Wraparound Childcare - After School Session - Up to one hour of childcare after the end of the school day (£6.60 per day)

Day	Required
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>

The 30 min Extended Collection Session (£3.30) and 1 hour Wraparound Collection Session (£6.60) cannot be combined. The Wraparound Collection Session is not an extension of the Extended Collection Session and must be booked as a separate alternative provision.

Additional Sessions - Please indicate the sessions required (£19.80 per day)

Day	Morning Session	Afternoon Session
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I understand that:

- Optional services are chargeable and are not part of the funded entitlement.
- Charges for optional services must be paid in accordance with the nursery's payment terms.
- Changes to booked sessions are subject to availability and the nursery's notice periods.

Parent/Carer Signature: _____

Print Name: _____

Date: _____