



Nursery Admissions Policy

Policy Version Control	
Policy type	Nursery Admissions Policy
Policy prepared by (name and designation)	Zoe Beach – Executive Head Teacher
Last review date	September 2023
Description of changes	No changes
Date of approval	12 th February 2024
Date released	13 th February 2024
Next review date	February 2025

This is a summary of Northwood's principles and criteria, in line with other schools in the Borough, for the admission of children to Nursery Schools and our nursery unit.

General Principles

- There is no catchment area for places in our nursery.
- Normally all children (regardless of race, gender, religious belief or affiliation, social or cultural background) should have equal access to places in our nursery irrespective of whether or not they are offered a place in the reception classes of our school for the period of statutory education, subject to appropriate resources being available if a child has identified special needs. However we will give higher preference to children with Special Educational Needs (SEN) and Looked After Children (LAC).
- The offer of a place in our nursery unit does not guarantee a place in that school for the period of statutory education.
- Parents may apply for a nursery place from the beginning of the school year (1st September to 31st August) in which their child has its second birthday.

Autumn entry – parents apply before the end of the summer half term

Spring entry – parents apply before the end of the autumn half term

Summer entry – parents apply before the end of the spring half term

- A child is 'eligible for a free part-time nursery education place in the term after their third birthday subject to the availability of places.
- Thirty hour places, subject to availability, are also available and parents may wish to apply for a code to obtain free thirty hours, weekly provision for their child term time only. Eligibility for this additional childcare depends on: if parents are working, parental income, immigration status, universal credit, tax credits etc. Parents must apply for a code for thirty hours provision online and submit this code to the school office for processing. If parents do not qualify for this code, they can still obtain free weekly, fifteen hours provision for their child. However, parents can opt to pay for the additional fifteen hours provision for their child and this equates to thirty hours, weekly provision (fifteen hours free placement and fifteen hours funded by the parents). Attendance will be subject to fifteen hours every week. Each session will be three hours duration. Eligible parents may be able to access 30 hour provision if spaces are available.
- Attendance will be subject to either fifteen hours or thirty hours every week.

- Children will be admitted according to the published admissions criteria for our nursery. However, it may not be possible to offer your child a place at our nursery if we receive more applications than we have places.

Where this happens, places will be allocated according to the following criteria:

(i) Children in Need

As defined by the Children Act 1989 i.e. those who are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision. This includes children in public care (LAC). Applications under this criterion would need to be supported by an appropriate professional stating that attendance our nursery unit is essential.

(ii) Medical Reasons

A child(ren) who is/are attending the Child Development Clinic and/or for whom parents can supply written support of their circumstances.

(iii) 4yr olds before 3 yr olds

(iv) Family Links

A child(ren) who has a brother or sister already attending our nursery and who are expected to be on the roll at the time of admission. Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- Their carers are married/co-habiting and children live together in the same household;
- They are children of the same household.

(v) Distance

Children who live nearest the preferred school measured by the shortest walking route judged to be safe*. This will be based on the parental address. (*a pathway that is lit at regular intervals and paved/tarmac). If there were to be 2 children with an equal distance than the elder child would be offered the place.

Children resident in other Authorities

Are eligible to apply for a place but are subject to referral by the school to the appropriate Authority before a place is offered, in order to clarify the basis of funding a place for an out Borough applicant.

Offer of a Nursery Place

When offered a nursery place, you will have 21 working days in which to accept or refuse the place offered. The School will then look to withdraw the offer. Should a vacancy arise then places will be offered according to the oversubscription criteria. There is no appeals process for nursery places as it is not statutory education.

Nursery Education for Three and Four Year Olds

Northwood's policy is to have provision for children to have access to a free early education place for a minimum of five sessions per week from the beginning of the term after its third birthday.

- Children born between 1st September and 31st December become eligible in the Spring term
- Children born between January 1st and 30th April become eligible in the Summer term
- Children born between 1st April and 31st August become eligible in the Autumn term.

Registering Your Interest in a Nursery Place at Our School

Parents may register their interest with us for a place and at other maintained nursery schools or units.

However where a child's name is on various lists and a place has been accepted at another nursery school or unit, parents must inform us so that the child's name can be removed from our list and allow place(s) to be offered to another child/other children.

Once a child has begun attending our nursery it is usually in their best interest to remain with us until transfer to the next phase of education. Transfer between settings should only take place in exceptional circumstances and is subject to the agreement of the school.

The offer of a place in our nursery does not guarantee a place in our school for the period of statutory education.