



**LEASOWES EXTRA
Nursery Admissions Policy**



Date approved: February 2025	Written by: J.Caven Business Manager
Date to be Reviewed: February 2027	Approved by: G.Bettany Chair of Trustees

Introduction

Leasowes Extra Nursery forms part of the Early Years provision at Leasowes Primary School. The nursery currently has a capacity of 40 full time places.
Subject to availability, Leasowes Extra can offer nursery places and wrap around care from 7.45a.m. to 6p.m. each weekday during term time. You can apply for a place in our nursery when your child has turned three. A three-hour nursery session takes place each morning and each afternoon for parents who do not require any wrap around care but due to restricted availability, parents cannot choose whether they have a morning or afternoon session; if a preference is made, we will do our best to accommodate this.

Aims

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures. It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places and in this instance admission to nursery will be determined by the oversubscription criteria detailed below.

Entitlement

All children aged 3 and 4 are entitled to 15 hours of free Early Education Funding and if eligible, 30-hour funding. We accept funded hours, childcare vouchers and tax-free childcare through HMRC. There are no restrictions on when funded hours can be used as long as all children claiming 15-hour funding attend at least two days per week and those children eligible for and using 30-hour funding attend on three separate days each week. Children may only attend for a maximum of 10 hours in any one day.

Our main intake is in September; however, we will take children in January and April (or as soon as your child has turned three) subject to our eligibility criteria and availability at those times.

Once a child has turned three; if they secure a place in our nursery between January and July (rolling 3's), these children will then secure a place in our Nursery for the following year, with all available places after this being allocated to new children subject to the eligibility criteria below.

Criteria

Oversubscribed Criteria:

If the total number of applications for admission to the nursery setting exceeds the number of available places, then the following order of priority will be used to allocate all available places. The following criteria is similar to that used by Staffordshire Local Education Authority.

To apply for the September intake, children should have had their 3rd birthday on or before 31st

August of the year of admission:

1. Relevant Children in Care, including those previously determined as Looked After Children. (That is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).
2. Children with particular medical or educational needs which can best be met by our Nursery (these applications should be supported by a professional report).
3. Children who have an elder brother or sister in attendance at Leasowes Primary School and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners.)
4. Children living within the defined catchment area of Leasowes Primary school.
5. Children of staff in either or both of the following circumstances:
 - a) Where the member of staff has been employed at Leasowes Extra or Leasowes Primary school for two or more years at the time at which the application for admission to nursery is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.
6. Other children will be arranged in order of priority, according to how near their home addresses are to the nursery determined by the 'Google Walking Route Map'.

Where it is not possible to accommodate all children applying for places within a particular category, we will allocate the available places in accordance with the next criteria. If for instance all the catchment area children cannot be accommodated, children who are catchment and are children of staff will be admitted next and then children who are catchment and live closest to the school.

To apply for the January or April intakes children must have had their 3rd birthday between the 1st September and the end of the term prior to that of admission:

1. The above criteria apply.
2. Places cannot be reserved for children and will be distributed subject to availability on the closing date for applications.

You can enquire about a place for your child as soon as they turn three if you do not want to wait for one of the above intakes, however, you cannot apply for these places in advance and must wait until your child has turned three before enquiring. These places will be offered subject to availability at the time of enquiry.

Application Dates

The application dates for Nursery are as follows:

1st January to 31st March – for a start date in September

1st September to 31st October – for a start date in January

1st January to the last day in February – for a start date in April

Additional Notes

- Attendance at the nursery will not guarantee admission to our Reception Class or give any advantage to the child's application for school. Parents must reapply for admission to school at the appropriate time through their home Local Authority.
- In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names the nursery, will be admitted first to our nursery setting. This may reduce the number of places available to other applicants.
- Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to nursery. It has also recently been extended to include those previously determined as Looked After Children. (That is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).
- The home address is considered to be the child's along with their parent/carers main and genuine principal place of residence when applications close i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.
- Unsuccessful applicants will automatically be forwarded to the next nursery intake as stated above unless the child will be starting school at that time or parents advise that they do not want us to do this.
- There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the settings complaints procedure.

Monitoring and Evaluation

This policy will be monitored and reviewed every two years or following a significant incident or change in legislation.