Admission Arrangements Criteria for Leasowes Extra Nursery 2026/27

You can apply for a place for your child from the age of three years old. We currently run a cycle of three termly admissions; September, January and April. From September 2025, we may take children as soon as they turn three but these places cannot be applied for in advance and under this criteria, you must wait until your child has already turned three before inquiring about a place. All admissions are subject to availability at the time of application.

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 admissions to nursery will be determined by the oversubscription criteria detailed below.

Oversubscription 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 the available places.

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 same main address, whose parents live as partners).*

4) Children living within the defined catchment area of the nursery.

5) Children of staff in either or both of the following circumstances:

   a) Where the member of staff has been employed at Leasowes Extra 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 Google Walking Route Map.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the next criteria. If for instance, all the catchment area 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 nursery.

Applications

The closing dates for nursery applications are as follows:
The 31st March for a start date in September
The 31st October for a start date in January
The last day in February for a start date in April
Please ensure that your application reaches us by the above cut off dates.

Parents will be notified of the outcome of their application within 4-6 weeks of these closing dates.

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 Local Authority.

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 the 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.