

Admissions policy

Cippenham Nursery School



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Updated on school website:	26 th November 2025	

Signed: (Acting Chair of Governors)

(Headteacher)

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The Policy is reviewed annually

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

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

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

3. Definitions

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

4. How to apply

For applications, you should complete the application form provided by Cippenham Nursery school either online via the school website or a paper copy can be collected from reception. Applications can be made at any time from birth. Parents can apply for a place for their child at any time outside the normal admissions round and will be allocated a space if available.

You will receive an offer for a school place directly from the nursery school. The offer of places for September will coincide with the Local Authority offer of Reception class places, normally end of spring term.

You will be asked to confirm acceptance of the place by return of the tear off slip

Once received you will be invited to pick up a school admissions pack and parent handbook, which also needs to be returned within 2 weeks of receiving the pack

Any offered place not accepted by the **1st June** will be put back onto the waiting list and their place will be offered to the next eligible child.

Parents will be asked for their National Insurance Number, child's birth certificate and proof of address.

Parents applying for funded 2-year-old places for working parents or 30hrs will need to apply on the Government's HMRC website and print their eligibility evidence. Parents will be given a code to prove eligibility from HMRC and this needs to be renewed and given in to the school office on a termly basis.

Failure to renew your eligibility code each term will result in loss of the child's funded 15- or 30-hour place.

Parents applying for a funded 2-year-old place for families on lower income and in receipt of eligible benefits will need to apply either via Slough Borough Councils Citizen Portal <https://capita.slough.gov.uk/CitizenPortal/en> or by completing a paper copy which Cippenham nursery will submit on behalf of the parents. Once an eligible code is received, the nursery will offer the next available place.

For the universal 15 hours, a child reaches **nursery school age and is admitted** in the term following his or her third birthday. The prescribed termly cut off days for birthdays for each term are 31 August for September starters, 31 December for January starters and 31 March for April starters term time only.

Please note, pupils attending our nursery will **not transfer automatically** into the main school. A separate application must be made to Slough Borough Council admissions for a place in reception.

5. Allocation of places

5.1 Admission number

The policy and regulations for Admissions are determined by the Local Authority in consultation with all of its schools. As required by the Education Reform Act 1988, the standard number for places for Cippenham Nursery School, which is reviewed annually, has been set at 156 part-time places. That is 78 morning places & 78 afternoon places.

From 1st September 2017, the Government introduced 30hrs of free childcare for eligible families, as part of the Childcare Education Act 2016. We will use some of the part-time places to create some 30hr places. This may fluctuate termly according to changes in parent's employment circumstances. The Government is allowing a term's grace for parents to become re-employed, but at the end of that time, we may have to re-allocate the additional 15hrs place.

5.2 Oversubscription criteria

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

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.

1. Children who are in public care as verified by the local authority, or 'children looked after' (CLA).
2. Children who have an Education Health and Care Plan (EHCP), naming Cippenham Nursery School.
3. Children (including those with SEND but no EHCP), who live closest to the school (a straight line on a map from parental home postcode to school postcode.) The parental home address is where the child spends the majority of their school week, including nights. Proof of address is required.
4. Children of a member of Staff (working at any of the two schools on campus) where this will enable the staff member to continue with their contractual duties.
5. Children who do not satisfy any of the criteria 1-4.

The admission of children with additional needs, but with no EHCP, will be considered in consultation with the family, SENDCO, Key Person and other professionals. Places will be offered if we are able to provide appropriate support, to cater for the child's needs.

Please also note the following:

- Places can only be offered to children resident in other LAs once children resident in Slough have been offered a place. If places become available, previously unsuccessful applicants will be considered before the next group of applicants if the criteria are still met.
- If there are no children left on the waiting list for that current school year, we will offer places to 3yr old siblings.
- We may share the 30hrs funding with another provider. Please note that if a place has become available in a 30hr key-group, we may give priority to children who are eligible for 30 hours funding
- There is a possibility of purchasing a half hour breakfast-club session from 8-8.30am, or a 2.30-3.30 extra hour each day, in addition to the 30hrs.
- In the event of places remaining available, rising-3s places may be able to be purchased, enabling your child to begin nursery a term before their third birthday. Children entitled to 2-year funding will be given first priority.

6. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted if there is a space and support is in place for the child.

Likewise, if there are spaces available in the year, you are applying for; your child will be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

7. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused. Any appeals or queries regarding this process should be put in writing to the Chair of Governors – Mrs Dion English – at Cippenham Nursery School, St Andrews Way, Cippenham, Slough, Berkshire, SL1 5NL.

8. Attendance

Where a child has been on a long-term absence (of 4 weeks or more) and fails to return on the agreed date, the school will contact the family by phone, email and if there is no reply a letter will be sent.

If no mitigating circumstances, such as illness certified by a doctor, have been offered, the child will be taken off roll. The child will only be re-admitted if a place is available. A Notification of Absence form must be completed for all term time leave of absence. See appendix 1

9. Responsibilities

The governing body is responsible for ensuring that the school complies with legislation, and that this policy and its related procedures and strategies are implemented. They have responsibility for monitoring & reviewing the on-going impact of this policy.

The Headteacher is responsible for implementing the policy and ensuring it reflects the school's practice.

10. Linked policy and documents

- Slough Borough Council's Extended Leave Policy for Pupils
- Primary and Secondary Schools in Slough. A parents' guide to admissions 2025
- Behaviour policy
- Attendance policy
- Complaint's policy



Appendix 1

Cippenham Nursery School Notification for Absence



The following policy has been drawn up by the Governing Body of Cippenham Nursery School.

Please read before signing agreement to the terms of taking absence.

LEAVE OF ABSENCE TAKEN DURING SCHOOL TERM TIME: The Government discourages parents from taking their children out of school during term time. If no request is received for your child to be taken out of school or no call is made to Nursery to advise the reason for your child's absence (i.e., sickness), the time taken will be treated as **UNAUTHORISED ABSENCE**. If the total number of unauthorised absences taken in any school year **EXCEEDS FOUR WEEKS (20 days)** you child may be removed from the register.

NB: Pupils returning to a Slough school, who have been taken off roll will be re-admitted to the school only if the school has a place available. Where a place is not available, the parents must apply for a place at an alternative school.

I / We understand the policy above and are notifying a leave of absence for:

Child's Name:	Class:
Date From:	Date to:
Reason: Family Holiday <input type="checkbox"/> Travelling <input type="checkbox"/> Significant Event <input type="checkbox"/> Other: (Please provide details):	

Parent/Carer Print:

Signature:

Date:

If you have parental responsibility for the child in a capacity other than as a parent, please state your relationship here:

Office Use Only**

Updated on SIMS Reg	Date:	By:
Keyworker Notified:	Date:	By: