



Rawmarsh & Arnold Nursery School Federation

Admissions Policy

Contents:

Statement of intent

1. [Legal framework](#)
2. [Application process](#)
3. [Equal opportunities](#)
4. [Admission timetable](#)
5. [Additional costs](#)
6. [Oversubscription](#)
7. [Withdrawing offers](#)
8. [Delayed starts and withdrawn places](#)
9. [Non-attendance](#)
10. [Refusal of admission](#)
11. [Transition arrangements](#)
12. [Data protection](#)
13. [Monitoring and review](#)

Statement of intent

Rawmarsh & Arnold Nursery School Federation aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into primary school.

The governing board is the admission authority and is responsible for setting the nursery's Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2024) 'Early education and childcare'
- DfE (2024) 'Early years entitlements: local authority funding of providers operational guide 2023 to 2024'

This policy operates in conjunction with the following school policies:

- Charges & Remissions Policy
- EYFS Curriculum Policy
- Data Protection Policy

2. Application process

The nursery is a local authority maintained nursery school with 2 year olds.

Parents choosing to send their child to the nursery will have to complete an enquiry form either in person or over the phone, they will then be added to the waiting list. The nursery will be in contact with those on the waiting list at the times shown in [Section 8 - Admission Timetable](#) to formally offer them a place in the following term or immediately on enquiry if it's an in-year application/transfer and places are available. Although we will endeavour to accommodate parental preference for attendance patterns, we will be unable to guarantee this request

Parents who want a place for their child will be offered the following:

Foundation 1 provision – an invitation to an admission evening to meet the staff and receive information regarding the school and its procedures. Parents will then accept the place by dropping into reception to complete the admission forms and bring with them their National Insurance number, birth certificate and working parents code (if applicable).

2-3s provision - a visit to look around the school with the 2-3s Leader and to discuss the processes. Parents should bring with them their National Insurance number, child's birth certificate and 2 year funding confirmation letter or working parent entitlement code (if applicable). Obtaining a school place within the 2-3 provision does not automatically guarantee an F1 school place. If a place cannot be allocated a member of SLT will communicate this to parents / guardians at the earliest point. The child will be placed on the internal waiting list and the admissions criteria within this policy will be adhered too. When allocating places we cannot guarantee your 30 hour access to education entitlement to transfer from the 2-3's provision to F1. This will be allocated responding to place available and capacity. If a transfer place, from 2-3's to F1 can not be accommodated, the child will be added to the F1 waiting list. Children

already on school roll will be prioritised, with the admissions criteria being adhered to within this policy

Parents who would like a part-time place will be asked to state a preference for morning or afternoon, and/or for which days they wish to have the childcare; however, the nursery may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled.

Parents will be offered one visit date where they will come with their child and they and their child will meet their key worker, the key worker will complete an induction questionnaire to ensure we know lots about your child to help them settle on entry to the setting. In order to gain an accurate picture of the child's life prior to starting school we will ask questions about their health and development, including if they were born prematurely. No other date will be offered if the visit is not attended.

More information on fees and charges is outlined in the Charges & Remissions Policy.

3. Equal opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

When making decisions about admissions the nursery will ensure that it aims to improve the outcomes of all children and reduce inequalities whilst upholding its duties under the Equality Act to put in place adjustments for children with SEND as required to prevent any disadvantage.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

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4. Admission timetable

A child is deemed to be of nursery-age from the beginning of the term following their third birthday, or second birthday, where eligible. Parents may register their interest in a place at the nursery at any time by completing an enquiry form and will be added to the waiting list.

The admission process will start as follows:

- For places in the Spring term – October
- For places in the Summer term – February
- For places in the Autumn term – March

You will initially be contacted by telephone to check you are still interested in a place this will follow with an offer letter to be sent via email.

Application forms can be obtained from reception.

Where places are remaining, later admissions are possible, up to the agreed admissions limit.

Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

The LA will consider securing additional free hours for parents who have applied or re-confirmed by the deadline, but receive their valid 30 hours eligibility code after the beginning of the term, up to the dates set out below:

- Application/re-confirmation by 31 August – code start date between 1 - 14 September
- Application/re-confirmation by 31 December – code start date between 1 - 14 January
- Application/re-confirmation by 31 March – code start date between 1 - 14 April

The LA is not required to secure additional free hours where the parent has applied after 31 August, 31 December or 31 March, or for any codes issued after the dates outlined above.

5. Additional costs

The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Meals
- School visits

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery.

6. Oversubscription

Children who have an EHC plan that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the nursery's SENDCO to determine an appropriate place.

Enhanced places are limited and will be allocated on a first come, first served basis, this is to ensure there is the correct and appropriate support in place to support the child.

The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery.

The oversubscription criteria, set out in priority order, are as follows:

1. LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
2. Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer, providing enhanced support is available if needed.
3. Children who will have a sibling who has previously attended the nursery.
4. Children of staff who have:
 - Been employed at the nursery for two or more years at time the application for admission is made
 - Been recruited to fill a vacant post for which there is a skill shortage

5. Children living within the catchment area for the nursery
6. All other children

The governing board may also give priority in their oversubscription criteria to children eligible for the early years pupil premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

7. Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

8. Delayed starts and withdrawn places

If parents want to delay their child's start date or they do not turn up on the scheduled induction date, this can be delayed by one month only, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least four weeks' notice. Parents will be charged for this period, or it may come out of their nursery entitlement.

9. Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. The nursery will require a minimum of two weeks' notice. Parents are subject to paying the full cost of the care, regardless of whether or not their child attends nursery that day except for meals.

Parents must give a minimum of four weeks' notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

Attendance and absence will be monitored in accordance with the Nursery Attendance and Absence Policy

10. Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit

- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

11. Transition arrangements

Parents are invited to visit the school prior to the transition, and further visits are arranged according to the child's needs.

A photograph book displaying aspects of the school is used to prepare children for their transition.

During the Summer term, Reception teachers from the primary schools to which the children will transfer may come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

12. Data protection

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

13. Monitoring and review

This policy is reviewed annually by the governing board and headteacher.

The scheduled review date for this policy is December 2026.