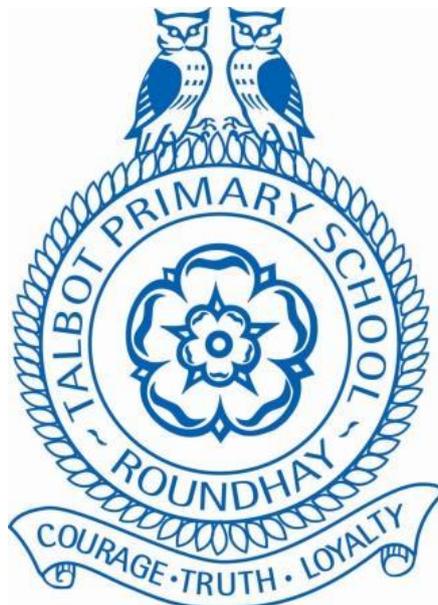


# Talbot Primary School



## Nursery Admissions Policy

**Reviewed/Revised: September 2025**

**Next review: September 2026**

*Office use:*

Statutory	-
Web	✓
Staff Notices	-

# **TALBOT PRIMARY SCHOOL**

## **POLICY FOR ADMISSION TO NURSERY**

This policy refers to arrangements for the admission of children below compulsory school age to Nursery classes.

### **1. Aims**

- To ensure access and entitlement to the benefits of high-quality child centred nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To provide high quality child-centred nursery education to children and families in our local community.

### **2. Places and Funding**

We admit Free Early Years Education (FEEE) funded three and four-year olds from the start of the term following their third birthday<sup>1</sup>. We aim to provide a range of provision for families and children. As a result, we currently offer 21 (30 Hour) places and 36 part-time places<sup>2</sup> during the 38 weeks of school term-time per year. This provision is reviewed on a termly basis to ensure we continue to meet the needs of families and can include provision of up to 21 (30 hour) places if part-time places are available. The allocation of places are summarised in the table below, based on 21 (30 hour) places and 36 part-time places.

Additional hours are available for some places, as per the table in Section 3.

### **3. Nursery Session Options**

1. Mornings only (7 places)
2. Afternoons only (7 places)
3. Monday, Tuesday and Wednesday am (11 places)
4. Wednesday pm, Thursday and Friday (11 places)
5. 30 Hour session (21 places)

	Sessions	Number of places	Days	Times	Optional hours at additional cost
1	5 x mornings (15 hours)	7	Monday, Tuesday, Wednesday, Thursday, Friday.	8.45am – 11.45am	N/A
2	5 x afternoons (15 hours)	7	Monday, Tuesday, Wednesday, Thursday, Friday.	12.45pm – 3.45pm	N/A
3	Beginning of the week (15 hours)	11	Monday, Tuesday  Wednesday	8.45am – 3.45pm  8.45am – 9.45am	9.45am – 11.45am <b>(£5.39 per hour)<sup>3</sup></b>
4	End of the week (15 hours)	11	Wednesday  Thursday, Friday	12.45pm – 1.45pm  8.45am – 3.45pm	1.45pm – 3.45pm <b>(£5.39 per hour)<sup>3</sup></b>
5	30 hours	21	Monday, Tuesday, Wednesday, Thursday  Friday	8.45am – 3.45pm  8.45am – 10.45am	10.45am – 11.45am <b>(£5.39 per hour)<sup>3</sup></b> <b>OR</b> 10.45am – 3.45pm <b>£26.95 (£5.39 per hour)</b>

<sup>1</sup> If there are no places available at this time, offers will be made as and when it is possible to do so.

<sup>2</sup> A part time place is either five half-day sessions per week, or Monday/Tuesday full days and Wednesday am **or** Wednesday pm Thursday/Friday full days

<sup>3</sup> In accordance with the school's Charging Policy.

First preference session options are offered wherever possible. A waiting list is operated for those wishing to change to a different session option. Inclusion on the waiting list is by request only and transfers are offered on a first come, first served basis.

#### 4. Criteria for Admission to Nursery

Eligible children will be offered places in the following priority order:

1. Children who are in the care of the Local Authority. This includes children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After.
2. Children who have an Education & Health Care Plan.
3. Children who are three years old and have an elder sibling who is on the Talbot school roll at the time of their admission to Nursery and who live at the same home address.
4. Older eligible children e.g. places will be allocated by ascending order of birth date.

Parents are required to provide proof of a child's date of birth during the admissions process.

## **5. Nursery Intake**

- The September intake will be staggered over the first 3 to 4 weeks of term. To support children in their transition to Nursery this will include a Stay and Play visit during the first week of term.
- The transition to Nursery is flexible and will be arranged between the Parents/Carers and Nursery team upon the initial meeting. Children may need to build up their 15/30-hour pattern over a period of a few weeks.
- Any spare places will be allocated to eligible children during the year after their third birthday.
- Once a child has been allocated a place at the Nursery, parents and carers may enquire for any vacancies in the school's onsite wrap around care service, Rain and Shine. Placement in Nursery does not guarantee a place in Rain and Shine. All enquiries should be made by contacting the school.

## **6. Decisions on Places**

- Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.
- The offer of a Nursery place DOES NOT in any way mean automatic entitlement to a place in one of the Reception classes when the child reaches school admission age.
- Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.
- Places cannot be held open or deferred following an offer. However, children who are eligible for a place in their N1 year can decline a place and remain on the waiting list to start the following academic year, as an N2.
- Once a place is accepted for a 15 hour or 30 hour place, the expectation is that a child attends there full allocated hours per week.

## **7. Leavers During the Year**

If a child is withdrawn by their parents from Nursery during the school year, we request that parents give the school a minimum of 4 weeks notice during which time the FEEE funding will continue to be claimed by Talbot Primary School. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the Nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria, along with all other applications, unless there are special circumstances<sup>1</sup>. The fact that a child has previously been in the Nursery will in no way influence the decision on being offered a place.

## **8. Attendance and Loss of Nursery Place**

In order to secure continuity of care for all children and to meet the eligibility criteria for funding, all children are expected to attend for their set allocated hours, i.e. 8.45am-11.45am and/or 12.45pm-3.45pm. Early collection or late arrival is only possible in 'exceptional' circumstances. Early collection for attendance at after school clubs is not considered as 'exceptional' circumstances.

In case of absence the Parents/Carers are required to contact the main school office so absences can be recorded on the register.

If attendance and/or punctuality is poor or erratic the following procedure will apply:

1. The Nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded on CPOMs (Child Protection Online Management System).

2. If children are absent for two consecutive days without an explanation from parents, the family will be given a welfare telephone call to ascertain the nature of the absence.
3. If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents inviting them to meet with the Headteacher.
4. If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.
5. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

#### **9. Transfer from Nursery into School**

In Leeds, children start school in the September following their fourth birthday.

- A place in Nursery DOES NOT guarantee a place in the School. Parents must apply for a primary school place in accordance with the Leeds City Council Admission Policy in operation at the time.
  - The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to a child's chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.
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