



**Healdswood Infant and Nursery School**

# **Nursery Admissions Policy**

## **2025/2026**

**Adopted Autumn term 2021  
Review date : November 2025**



# Healdswood Infant and Nursery School

## POLICY FOR NURSERY ADMISSIONS

### INTRODUCTION

- THIS DOCUMENT IS a statement of the aims and principles of Healdswood Infant and Nursery School for ensuring fair admissions to school.
- IT WAS DEVELOPED by staff and governors and reflects the LA admission criteria
- IT WILL BE continuously reviewed, updated and approved by the Governing Bodies, Head Teacher and Office Manager
- This policy will be REVIEWED ANNUALLY

### HEALDSWOOD INFANT AND NURSERY SCHOOL NURSERY CLASS ADMISSIONS POLICY

Healdswood Infant & Nursery School has a 39 place nursery class. This means that 39 children can be enrolled for the morning session and 39 children for the afternoon.

#### 15 hours

All children are entitled to a free place in an Early Years Educational setting, of which our nursery class is one, from the term after their third birthday. This place is for 15 hours each week during term time. This is based around each child having 5 x 3 hour sessions. They are from 8.35-11.35am (morning session) and 12.20-3.20pm (afternoon session).

#### 30 hours

From April 2018 we will be able to offer up to 30 hours early learning and care to eligible parents. To qualify for the full 30 hours of free childcare, each parent (or the sole parent in a single parent family) will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold. For children who attend our setting for 30 hours, their session times are 9:20am-3:20pm. For 30 hours children, parents/carers can choose an early start (from 8:35am) for a small charge of £3 per day.

Our admission for nursery-aged children is as follows: -

1. Pupils with birthdays between 1st January and 31st March will be admitted at the beginning of the Summer term (April).

2. Pupils with birthdays between 1st April and 31st August will be admitted at the beginning of Autumn term (September).
3. Pupils with birthdays between 1st September and 31st December will be admitted at the beginning of the Spring term (January).

Parents will be informed of the actual starting date during the term prior to entry.

### Admissions Policy Document

Parents will be asked whether they require 5 morning or 5 afternoon sessions for their 15 hours funding (morning or afternoon sessions). If parents are eligible for 30 hours education and childcare they are entitled to stay for the morning and the afternoon session each day. Every effort will be given to offer parents the sessions of their choice.

Once a child has been admitted, unless there are exceptional circumstances, we will not change a child's sessions.

Home visits and/or a meeting at school will be arranged to give parents/carers and children the opportunity to meet the nursery teacher. Stay and play sessions will be available for children and parents/carers to familiarise themselves with the classroom and Nursery staff.

It will be necessary for a member of the school staff to see the child's birth certificate to confirm date of birth and parental responsibility.

### **ADMISSIONS CRITERIA**

The criteria will be applied first to allocate sessions for the 15 hours of early learning and care and then again to allocate additional sessions up to 30 hours early learning and care. In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted.

The criteria will be applied;

1. Children looked after by a local authority or previously looked after children.
2. Children with identified special educational needs who receive support from outside agencies.
3. The term in which the child is entitled to 15 hours early learning and care and who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/secondary school.

4. The term in which the child is entitled to 15 hours early learning and care and who live in the catchment area
5. The term in which the child is entitled to 15 hours early learning and care and who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/secondary school.
6. The term in which the child is entitled to 15 hours early learning and care and who live outside the catchment area
7. The length of time on the waiting list.

### **Special Circumstances**

Early and/or preferential admission will be considered if backed by written evidence from other local or health authority agencies.

### **Non attendance**

If a child does not attend nursery for two consecutive weeks and there has been no communication with school, then the parents/carers of the child will be asked if they still require the place.

Having a place at our school Nursery does not guarantee your child a place in our main school and school admissions should be submitted through the Nottinghamshire County Council admissions portal - <http://www.nottinghamshire.gov.uk/admissions>

Author / Contact:	NCC Admissions Criteria – Jayne Renshaw
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Approved / Ratified by:	Staff and Governors at Healdswood Infant & Nursery School Full Governors Meeting 1 <sup>st</sup> December 2025