



Croxby Primary
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Croxby Primary School	
Policy Title: Nursery Admission Policy	
Policy Owner: Headteacher	Statutory/Recommended: Recommended
Date of Approval: January 2026	Review Date: January 2028
Monitored By: Headteacher	

Statement of Intent

Croxby Primary operates a nursery provision for three and four year olds. We aim to provide a high-quality nursery experience for children that is geared towards a smooth transition into the next phase of education.

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

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

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The General Data Protection Regulation
- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

Free Childcare Arrangements

The Local Authority (LA) is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined. Children are eligible for free childcare from the relevant dates (outlined below) up until the beginning of the term following their fifth birthday.

With regards to the age criteria, pupils will be eligible as follows:

- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

The school can accommodate a maximum of 13 nursery children per session. We offer 30 hours free childcare as an extension to the universal 15 hours free childcare for families that qualify for this provision. We do not offer additional hours on a 'pay as you' go service.

Nursery children are offered three hours of free childcare daily:

- Mornings – 8:45-11:45am
- Afternoons – 12:15 -3:15pm

Monday and Tuesday full days and Wednesday Morning

Wednesday Afternoon, Thursday, and Friday full days.

Application Process

Waiting List

Parents may register their interest in a place at the nursery at any time following their child's birth, by contacting the school office. The child's birth certificate will be required as proof of their date of birth. These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list will not be taken into consideration when places are offered.

Offering Places

The main point of entry to the nursery will be in September each year. Places for the September entry will be offered during the preceding Summer term to children who will be three by 31st August of that year. If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria (see below).

Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 4 weeks of making the offer, the place may be offered to another child on the waiting list.

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age:

- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria.

Oversubscription Criteria (in priority order)

1. Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
2. Children who are on the Child Protection Register and live in the normal area served by the school.
3. Children who are living in the normal catchment area of the school and have siblings of compulsory school age attending the school at the time of admission.
4. Children where there is outside agency involvement and live in the normal catchment area served by the school.
5. Children from the normal catchment area of the school.
6. Children from the wider area of the school order who have siblings attending school at the time of admission.
7. Children from the wider area of the school.

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child. Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

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 on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within four weeks
- A child is in receipt of more than their entitlement of nursery education

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

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.

Admission to Reception

Children who attend the Nursery do not have an automatic place in the Reception class at Croxby and parent/carers should apply by following their local authority admissions procedures. The application period for reception admissions is normally during the Autumn term following the child's 3rd birthday. It is the responsibility of the parents to apply for a school place.