



Oswald Road Primary School

Nursery Admissions Policy

Governing Body approved this policy: January 2026

To be reviewed in a year: January 2027

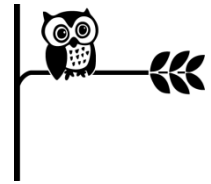
Deborah Howard (Headteacher)

Peter Martin (Chair of Governors)

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Our school's Nursery Staff, who care for the Foundation Stage, are committed to providing a high quality of teaching, and learning to our youngest children - and importantly, to giving them a happy start to their school life. We believe that the foundation stage should allow children to develop their creative and investigative skills in a way that is enjoyable, stimulating and challenging. Through nursery and reception years, play activities are carefully planned and resourced to provide the best learning experience for all our children. The curriculum is focused on supporting and promoting children's all-round development - in areas ranging from personal, social and emotional wellbeing to mathematics, language and communication.

In this way, the nursery aims to ensure that all children are well prepared for their transition to reception year and that ultimately our children will leave the foundation stage confident, independent and ready to take on the world that awaits them.

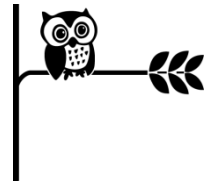
Introduction

- The total number of full-time equivalent places available is 52, Monday–Friday 30 hours per week. The nursery may also operate as a 65 place nursery, dependent on numbers.
- We offer full time and part time places. If a part-time place is agreed the hours would be Monday – Wednesday lunchtime or Wednesday lunchtime to Friday.
- Children are usually admitted in September as the main admission, however should there be availability two further stages of admissions can be considered for admissions as outlined below.
- Main admission will take place in September after the child's third birthday and they must have their fourth birthday between 1st September and 31st August of the year they are admitted to our nursery.
- If there is availability there will be a second intake in January the term after their third birthday (children with a 1st September to 31st December birthday). Should there be availability a third intake can be considered in April (children with a 1st January to 31st March birthday).
- Full-time and part-time places are allocated for the complete academic year.
- Parents are advised that a poor record of attendance may lead to the place of their child being given to someone else.

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- Parents are advised that if they accept a full time place the expectation is that the child attends full time. Should our attendance monitoring identify a regular pattern of absence continue the nursery place will be withdrawn.
- For all children, the first 15 hours per week are free of charge. This is equivalent to a part time place. See below applications section for more information.
- A full term's notice will be required from any parent wishing to withdraw their child from any nursery place.
- The school will follow the behaviour policy, in extreme cases where the behaviour is significantly affecting the safety and learning environment a place may be withdrawn or a reduced timetable put in place at the discretion of the head teacher.

Priorities for Admissions

We will use similar priorities for admission as those set by the Local Authority for admissions to the main school and they will be applied to ensure that the nursery is full. (Parents/carers should note however that admission to nursery does not guarantee a place in the main school.)

These are:

- 1 Children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Children with exceptional medical/social needs.
- 3 Children who have attended the Nursery as a rising 3 child in the N1 cohort of children.
- 4 Siblings of children who already attend Oswald Road and who are living at the same address and siblings of members of staff who have worked in school for more than 2 years.
- 5 Distance from the school as measured in a straight line.

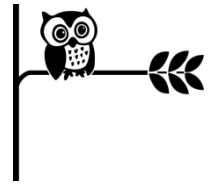
Transition

The school recognises that for young children and their Parents or Carers, the transition to the new environment is a significant and often challenging time. For this reason, our nursery staff will work with all Parents to ensure that an appropriately structured settling-in period is

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established for each child. Our staff will take every care to identify individual children who may need a longer period to adapt to the change in environment and will advise Parents/Carers accordingly. Staff will design an appropriate transition programme taking into account Parents and Carers views.

Inclusion

We recognise that each child comes to school from home with different experiences, that no child is like another and that each child in our nursery class needs to be valued and respected in their own right. Foundation stage staff will work to identify and meet, where possible, the special and additional needs of individual children through the settling-in period and throughout the early years.

Attendance

The school offers full-time places and a limited number of part-time places for nursery children, to enable them to benefit as much as possible from the full range of curriculum activities, a regular routine and the consistent, focused attention of nursery staff. We have also found that, in our nursery staff's experience, children attending on a regular full-time basis are better able to settle, integrate and thrive in the nursery environment. Children are therefore expected to attend punctually and regularly and Parents or Carers should give early notice to staff if children are going to be absent. If nursery staff become concerned about the level of a child's attendance, this will be discussed with Parents or Carers. In the case of prolonged or regular absence not resulting from special needs or agreed with the Headteacher, the place may be offered to another child.

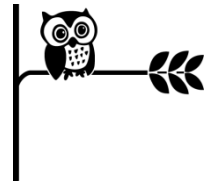
Communication

The school strongly encourages the involvement of Parents and Carers in their children's education and school life and seeks opportunities to work in partnership with them for the benefit of the children. A successful working partnership is particularly important for ensuring proper support for our youngest children as they establish themselves in the nursery. Parents and Carers will be given opportunities for regular informal and formal communication with nursery staff and should feel welcome at any stage to discuss specific issues or questions with their child's adult. The school welcomes help from any Parents or Carers who would like to offer their skills or experience for the benefit of nursery children. DBS clearance would be required for all regular volunteers.

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Applications

- **September Start** - Application forms can be obtained from the school website/office, to which they should be returned by 3rd February. Parents/Carers will be informed as soon as possible after this date if their application has been successful.
- **January Start** - Application forms can be obtained from the school website/office, to which they should be returned by the end of October 2026. Parents/Carers will be informed as soon as possible after this date if their application has been successful. Any further applications will be on a first come, first served basis.
- All Parents must submit an application form, even if the child already has a sibling in the school.
- If a Parent/Carer believes that the treatment of their application has not been in accordance with this policy, they are entitled to use the school's Complaints Procedure.
- ***Please note that a successful Nursery application does NOT guarantee a place in the main school. This can only be secured by a successful application to the Local Authority at the appropriate time. The Governing Body is NOT the admissions agent for places in the main school.***

Costs to parents/carers who want a full time place

For all children, the first 15 hours per week are free of charge.

The additional 17.5 hours per week will be charged at a rate of £107.10 per week.

You may be able to get up to 30 hours free childcare. To find out if you are eligible please go to www.childcarechoices.gov.uk. If you're eligible for the extra hours, you sign up online to get a code which you will need to supply school with before your child starts in September along with your national insurance number. You'll need to check your eligibility every 3 months online.

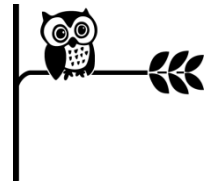
Those who are eligible for a 30 hours free code will be required to pay £15.75 per week top up fee to make up to the 32.5 hours our Nursery operates per week.

- If you are no longer eligible for 30 hours free childcare you will be required to pay nursery fees from the date your eligibility code expires.
- Fees must be paid to the school half-termly in advance, the dates on which payment is due to be advised by the school.

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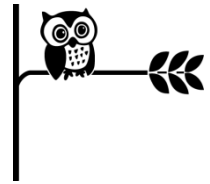


- No refunds will be made in the case of an individual child's absence, but full refunds will be made where the school is closed for exceptional reasons (e.g. severe weather conditions or strike action).
- Places will be withdrawn and re-allocated to children on the waiting list if fees are not paid by the agreed date.

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Appendix 1

How to apply for your 30 hours free childcare

All 3 and 4-year-olds in England already get 15 hours a week, or 570 hours a year of free early education. If their parents are living and working in England, 3 and 4-year-olds may be entitled to 30 hours free childcare. An extra 570 hours of free childcare a year, so 1140 hours in total. 30 hours free childcare will be available from September 2017.

The eligibility criteria are the same as the ones for Tax-Free Childcare, except you can continue to get these types of support at the same time as 30 hours free childcare:

- tax credits
- Universal Credit
- childcare vouchers or salary sacrifice schemes
- childcare grants and bursaries

When you apply, you'll be confirming that you need childcare so that you and your partner, if you have one, can work. If your child's already in a full-time reception class in a state funded school, you won't be eligible for 30 hours free childcare.

Go to <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Children will become eligible in the first term after their 3rd birthday. Their parents must meet the following criteria:

- The parent of the child (and their partner where applicable) should be seeking the free childcare to enable them to work
- The parent of the child (and their partner where applicable) should also be in qualifying paid work. Each parent will need to expect to earn the equivalent of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter
- Where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work
- Where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work
- Where a parent is in a 'start-up period' (such as being newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended entitlement
- If either or both parents' income exceeds £100,000 they will not be eligible for the extended entitlement