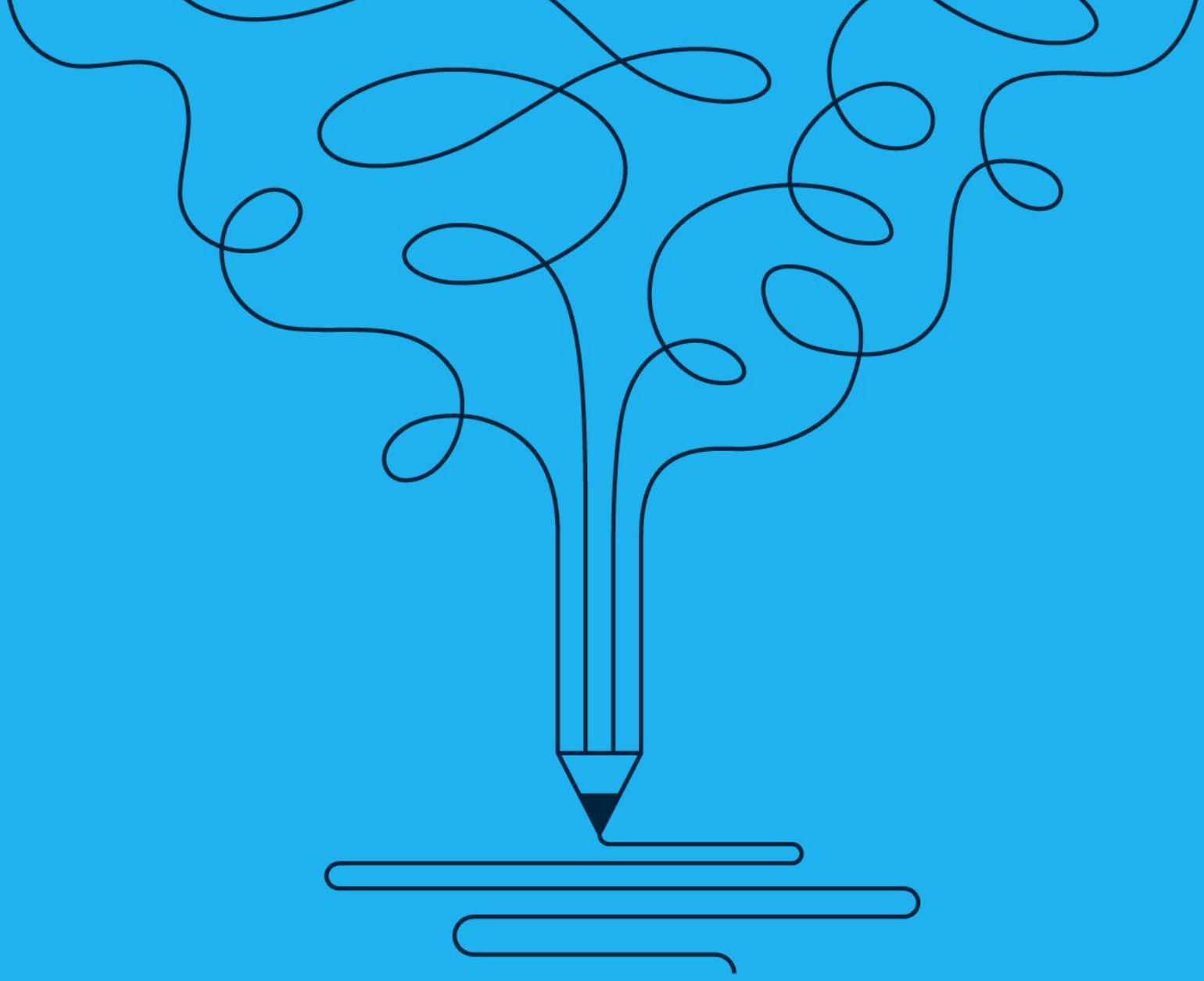


NURSERY ADMISSIONS POLICY

AUTHOR	REVIEWED	NEXT REVIEW
B.MCALINDEN	AUTUMN 2026	AUTUMN 2027

OULTON
PRIMARY SCHOOL

Oulton Primary School Nursery Admissions policy

Purpose of this Policy

The purpose of this policy is to inform parents about the fair allocation of school nursery places and to provide clear information on how we prioritise children's needs when allocating places.

We have tried to mirror the school admissions policy as far as possible to smooth transitions into school. ***However, the allocation of a Nursery place in school does not guarantee a Reception class place, and a separate application for Reception will have to be made. There is a separate admissions policy for school places.***

Basic Eligibility Criteria - for 15-hour places

The age of the child: Children will be admitted to a school nursery for free nursery education at a suitable date following their third birthday. Children below eligible age will not be admitted.

Once eligibility is established we will then offer places to children considering the additional priorities below:

Priority 1

a) Children in public care or fostered under an arrangement made by the local authority (see note 1)

b) Children who are the subject of a Child Protection Plan

c) Children with a medically diagnosed condition which result in them having Special Educational Needs (see note 2)

Priority 2

Nursery 2 pupils are defined as pupils starting school but due to start Reception at the start of the next academic year. Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3).

If we have more applications than there are places, we will offer places to those who live nearest the school nursery.

Priority 3

Nursery 2 pupils are defined as pupils starting school but due to start Reception at the start of the next academic year. Children whose home address is nearest the school nursery (see note 4). If two children match in distance, then they will be taken in age order – oldest first.

Priority 4

Nursery 1 children (children who are 3 years old but are not due to attend Reception this year). Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3).
If we have more applications than there are places, we will offer places in age order – oldest first.

Priority 5

Nursery 1 children (children who are 3 years old but are not due to attend Reception this year). Children whose home address is nearest the school nursery (see note 4).

Flexible Provision

From September 2010, all school nurseries are required to deliver flexible 15 hours of free nursery education where there is demand. School nurseries must assess parental demand for flexibility on a regular basis and make flexible places available.

At Oulton, we offer:

1. Wednesday afternoon then all day Thursday, Friday) – 15 hours over 2 ½ days

Please be aware that only 15 hours will be offered.

Procedures for Admission

The school will endeavour to inform parents and carers of the outcome of their application by letter at least one-half term before admission. The school will only

allocate a nursery session once it has determined that a place can be offered in accordance with the admissions criteria. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

When the nursery is over-subscribed, we will place children on a waiting list and give parents/carers the details of other school nurseries or voluntary, private, childminder or independent sector nurseries that may still have places available in the immediate area.

NOTES:

School nurseries should make every effort to offer places as flexibly as possible provided it does not impact on the quality of the provision. However not all school nurseries will be able to offer fully flexible places because of operational limitations.

Children who are on roll at Oulton before the start of the next academic year will be given priority over children who are not on roll when selecting the type of 15-hours provision for the following year. Allocation of 30-hours places, once eligibility has been confirmed, will be completed in line with the five priorities listed above.

Admission of children still in Nappies

Children who still have continence issues at nursery admissions age will not be refused entry to the school nursery. However, this must be fully discussed with the nursery team well before any start date, as we do not have the staff or facilities to change nappies in school.

Note 1

Children who have been adopted from local authority care within the twelve months prior to applying for a school nursery place will also be included within the higher priority for looked after children.

Note 2

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional.

Note 3

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Note 4

In Leeds, we use a straight-line distance system. We use google maps to calculate distance of your home address from the school.

In the unlikely event that there are insufficient places for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, places will be offered to the oldest children. In the unlikely event that the children have the same date of birth, places will be allocated by the drawing of lots.

Note 5

Children with medical issues may need an intimate care or health plan.

Address

For admission purposes, the home address is where the child usually lives with their parent or carer. Before you child's place in our Nursery is confirmed, you must provide documentary proof of your child's residency. This could be in the form of correspondence from the child benefit agency or from your child's doctor. You must not give the address of a childminder or relative. We will investigate any queries about addresses and, depending on what we find; we may change the school nursery we offer your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move to a new house, you must still give your current address.

Temporary School Site

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school nurseries permanent site.

Starting Reception Age

The School admissions policy has been amended to allow all children to start full time Reception education in the September following their 4th birthday. You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday. If you want a later start date within the academic year you should discuss this with the school. The child will then be eligible to attend extended free nursery education until the summer term when they must take up their place within the school reception class. In this instance, there is no guarantee that your child will be offered a place in our Nursery. If you wish the child to start in the term following their 5th birthday then your child will enter in year one instead of reception unless there are exceptional circumstances requiring then to undertake a reception year.

Attendance

The school works hard to ensure regular attendance of all our children. If your child does not regularly attend Nursery, we reserve the right to withdraw their Nursery place. This would be fully discussed with parents or carers.

Any enquiries, please contact the school office in the first instance, on 0113 2821344.

***N1: Children who will be 3 within the academic year**

***N2: Children who will be 4 within the academic year**