



Nursery Admissions Policy

Date approved:

July 2026



Article 28

Every child has the right to an education.

For all schools in Greenshaw Learning Trust the Trust is the admissions authority. In implementing this policy and associated admissions arrangements the local governing body, Headteacher and school staff must take account of any advice given to them by the GLT Head of Admissions, the Executive Headteacher and/or Board of Trustees. If there is any question or doubt about the interpretation or implementation of this Procedure, the appropriate GLT Head of Admissions or the Executive Headteacher should be consulted. Admission arrangements must be in accordance with the School Admissions Code 2014, the School Admissions Appeal Code and this policy.

Organisation of Nursery Places

Crown Wood Primary School has a maximum of 52 places in its nursery. This comprises of 52 in the morning session and 52 in the afternoon session. A minimum of 45 places are offered in the Autumn Term, potentially increasing to a maximum of 52 places in the Spring and Summer Terms. **The school reserves the right to remain at 45 places all year for operational reasons.**

In the Autumn term, we will reserve 18 universal places (15 hours) – 9 in the morning and 9 in the afternoon - and 36 extended places (30 hours). In the Spring and Summer Terms, we will add an additional 4 universal places (15 hours) to make 11 in the morning and 11 in the afternoon and an additional 5 extended places (30 hours).

If we receive less than the published number of available places for universal entitlement (15 hours) then we will admit more extended entitlement places up to their admission number. If we receive less than the published number of available places for extended entitlement (30 hours) then we will admit more universal entitlement places up to their admission number.

Nursery Intake and Application Process

The Nursery will take children from the term after their third birthday. They will remain in Nursery until the end of the academic year in which they are 4 years old.

Nursery places are offered on a 'full hours' basis, i.e. those entitled to 15 hours attend 5 mornings or afternoons a week; those entitled to 30 hours attend 5 full days. We are only able to accept applications for full-time Nursery places from parents who are eligible for the government's 30 hours funding.

We will consider applications from children entitled to extended places (30 hours) who wish to attend part-time (i.e. they split their 30 hours between us and another provider), but those entitled to universal places will take priority.

Each Nursery session will run from:

8.30am – 11.30am Morning Session

12.10pm – 3.10pm Afternoon Session (40 minutes lunch).

Children, who are offered extended places, stay in school for lunch. There is no charge for lunchtime.

Applications will be processed as follows:

If the child is 3 on or between:	Applications to be made by:	Eligible for a nursery place:
1 April and 31 August	30 April	Autumn Term (Sept)
1 September and 31 Dec	30 September	Spring Term (January)
1 Jan and 31 March	31 January	Summer Term (April)
1 April and 31 August	30 April	Autumn Term (Sept)
1 September and 31 Dec	30 September	Spring Term (January)

If it is not possible to offer some children a place because all are taken, they will be added to a waiting list if parents request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see below) and numbers available under each entitlement (see above).

1. ADMISSIONS CRITERIA

AUTUMN: 18 PLACES FOR UNIVERSAL ENTITLEMENT (9 MORNING, 9 AFTERNOON). SPRING & SUMMER: 22 PLACES (11 MORNING, 11 AFTERNOON)

- 1.1 Where the school receives more applications than places available then children should be admitted in the following order:
- a) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority;
 - b) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
 - c) Children of permanent staff where:
 - Where a member of staff has been employed at Crown Wood Primary School for two or more consecutive years; or
 - The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage
 - In order of the proximity of their home address to Crown Wood Primary School, with the closest having the highest priority.
 - d) Children who have siblings at the nursey or in the school, and who will still be attending the nursery or school at the time of the child's admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.
 - e) Other children by age order (admitting eldest first).

2. ADMISSIONS CRITERIA

AUTUMN: 36 PLACES FOR EXTENDED ENTITLEMENT. SPRING & SUMMER: 41 PLACES FOR EXTENDED ENTITLEMENT.

- 2.1 Where the school receives more applications for an extended entitlement place than those available then children should be admitted in the following order:
- a) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority;
 - b) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
 - c) Children of permanent staff where:
 - Where a member of staff has been employed at Crown Wood Primary School for two or more consecutive years; or
 - The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage
 - In order of the proximity of their home address to Crown Wood Primary School, with the closest having the highest priority.
 - d) Children who have siblings at the nursey or in the school, and who will still be attending the nursery or school at the time of the child's admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.
 - e) Other children by age order (admitting eldest first).

Changing Hours / Leaving the Nursery Early

Six weeks written notice, addressed to the Headteacher, must be given before the departure of any child from Crown Wood Primary School Nursery or a change to previously agreed hours or pattern of attendance. This must be handed in at the beginning of the half term prior to departure.

If sufficient notice is not given for a child to leave, parents will be liable for up to six weeks' fees from the day their child leaves. The fees will include all hours used, including Universal and/or Extended Free Entitlement hours for the six weeks.

The place of a child who has been withdrawn cannot be held open and will be automatically made available to a child on the waiting list based on the published criteria.

If parents/carers later wish their child to return to the Nursery then they will have to re-apply for a place and the application will be considered according to the published criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class will in no way influence the decision on being offered a place.

Attendance and Loss of Nursery Place

If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers 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 and dated in the child's Learning Journey.

If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Pastoral Support Advisor (PSA).

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 in the Nursery.

Parent/carers will be notified of the loss of place in writing.

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/carers.

Provider Complaints and Appeals Process

The Crown Wood Admissions Team aims to resolve issues quickly and informally whenever possible before a formal complaint is necessary. If you have concerns about early years entitlements or funding decisions, please follow the steps below.

For general concerns or issues, please get in touch with the Crown Wood Admissions Team
Telephone: Early Years Support Team 01344 485 448
Email: admissions@crownwoodprimary.co.uk

As nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.