

Pot Kiln School



Policy:	Nursery Admissions
Status:	Statutory
Authorizing Committee:	Whole Governing Body
Author:	Sue Pocock
Review Due:	Autumn 2027
Signed Chair:	
Date:	13 October 2026

Policy and Guidelines for the administration of Nursery Admissions

At Pot Kiln School the Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to our maintained school nursery. At present we follow the admissions criteria guidelines as published by the local authority.

In setting this policy we have due regard to the principles outlined in the following: -

Department for Education: School Admissions Code

[School admissions code 2021 \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/school-admissions-code-2021)

Equality Act 2010

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Three and Four Year Olds

[Early education and childcare \(applies from 1 April 2024\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/early-education-and-childcare)

We welcome all prospective parents to attend one of our open days or phone the school office on 01787 372107 to arrange an appointment to visit the school.

All places offered by us are early education funded and for more information on how to access your funded entitlement please visit www.childcarechoices.gov.uk ; therefore there is no cost for care to the parents. Children may be admitted to our nursery the term after they turn 3 years of age (see table below). Children will usually be admitted to the Nursery for up to three terms part-time prior to full-time schooling. Depending on the child's birthday and space available some children could have up to 5 terms in the Nursery prior to full time schooling.

Child's 3rd Birthday: -	Free early education from beginning of: -
1st September to 31st December	Spring Term (after Christmas holiday)
1st January to 31st March	Summer Term (after Easter holiday)
1st April to 31st August	Autumn Term (after Summer holiday)

Parents will be offered sessions of 3 hours per day over 5 days of the week (15 hours per week over 38 weeks). From each September, up to ten eligible families will be offered 30 hours per week over 38 weeks (a further 3 hours per day) on a first come first served basis.

Parents wishing to apply for a place in the Nursery Class should obtain a form from the school office. An Application form must be submitted and admin staff must see the original birth certificate or passport. A place is only considered as reserved once evidence of date of birth has been received.

At least the half term prior to each termly admissions meeting the school office will inform the Early Years and Childcare Service of the number of places available via a Nursery Admission Grid and provide the following information in chronological order about the children to be considered for admissions – dates of birth, names, addresses and contact numbers, whether they live in the catchment area or not, number of sessions required and whether AM or PM, any special information such as SEN /EAL, if there are any siblings at school.

Nursery session times

Morning sessions in the Nursery run from 8.30 a.m. to 11.30 a.m. and afternoon sessions run from 12.15 p.m. to 3.15 p.m.

A Lunchtime Club including a lunch if required is available from 11.30 a.m. to 12.15 p.m. Children can bring their own lunch or order a school dinner from the school office. There is a charge of £4.00 where a school lunch is ordered or £3.00 if bringing a home packed lunch, for attending Lunchtime Club and your funded early education entitlement cannot be used for it. Please note this club can only be provided with at least 5 children attending.

Charges

A morning or afternoon session not covered by funding - £18.00 per session

Lunchtime Club - £4.00 per session including lunch and £3.00 with a home packed lunch

Late collection fees

Children who have not been collected from a morning session at 11.30am will be looked after in Lunchtime Club and a charge of £4.00 will be levied. Likewise a child not collected at the end of the afternoon session at 3.15pm will be looked after in our after school club and a charge of £4.00 levied. These charges will apply regardless of time spent in arranged clubs after agreed session times.

All charges will be reviewed annually.

Nursery admissions criteria

Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer.

If there are no places available, we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.

The school office will write to parents with an offer of a nursery place. Parents will be asked to inform the school of their intentions as soon as possible. Upon acceptance, parents will be invited to attend a 'Welcome' meeting with the EYFS Leader and given an opportunity to visit the nursery with their child. As part of the induction process the children will be offered a home visit by the Nursery staff to get to know you and your child.

Allocation of Places

The Nursery will admit children in the academic term after their third birthday.

The Nursery will only admit places for children requiring a minimum of 15 hours' provision.

A Nursery Admission form will be signed by the parent agreeing the hours required for that term.

If there are no places available, we can offer a place the following term. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to

support you to find a place for your child.

Places will be allocated using the over-subscription criteria as set out below. Please see Appendix A for further explanations of each criteria and the definition of terms.

1. "Looked after" or previously looked after children (as defined in the Education Act 2002 - Admissions)
2. Children aged 3 or 4 who have an Educational Health and Care Plan which names our Nursery
3. Those children who will have a sibling attending this primary school at the time of the applicant's proposed admission
4. Those children wanting the most hours
5. Those children who live in the school's catchment area
6. Children who live outside the school's catchment area and who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in our main school admissions policy.

Twins, triplets and other multiple births

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

Children of UK service personnel (UK Armed Forces)

The school nursery supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quarters area address.

Children of Gypsies, Roma, Travellers, refugees and asylum seekers

We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our nursery if that is deemed to be the best way to meet the needs of the child and family.

Tie Break

If it is not possible, distinguish between applicants in a particular category (a tie break) there will be a random ballot.

Late Applications

Late applications received after the closing date will be considered once the initial application process has been completed. Dates for this process can be obtained from the school office. Once headcount week is in place no further applications can be accepted.

Application Deadlines and Confirmation of Places

Parents and carers will receive a letter of offer by the last week of each half term.

Autumn Term places will be offered mid to end May with an application deadline at the start of July.

Spring Term places will be offered in mid to end October with an application deadline at the start of December.

Summer Term places will be offered in early February with an application deadline at the start of March.

Parents need to accept their place in writing for it to be confirmed. If their application is unsuccessful they can be placed on list for the following term.

Change of Circumstance

Where a family's situation changes after they have completed an application for Nursery and they wish to reduce their number of sessions their application can be adjusted at the discretion of the Headteacher. If a child is taken out of Nursery after headcount week then that child's funding will remain with Pot Kiln Primary School until the end of that term.

Fraudulent Admissions

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent, which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be reconsidered and a right of appeal offered if a place is refused.

Attendance at the Nursery Class

A home visit will be arranged where the Nursery teacher visits new children at their house to have an informal conversation about their hobbies and needs. Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else the following term.

If your child is ill or a holiday booked, the sessions cannot be refunded or swapped.

Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 18 years.

Sessions will only be carried over due to exceptional school closures.

Signed(Chair of Governors)

Signed(Headteacher)

Appendix A - Further Information on Over-Subscription Criteria

Previously looked after children: Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Siblings

Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Ordinarily resident

By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that at which the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

Distance from the school

We will give priority to the applicants who live nearest to the school as measured by the Local Authority. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School. In the event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn.

30 Hour Provision Eligibility

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare: -

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- The upper limit that each parent can earn is £100,000
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or, if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.
- Fostered children are not eligible.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600592/30_hours_free_childcare_eligibility.pdf

Pot Kiln Nursery Application Form

Child's Information			
Surname:		First Name:	
Date of Birth:		Gender:	<i>Male/Female</i>
Address:			
Any additional needs which the nursery will need to help with?			
Home language of family?			
Parents' Information			
Parent 1:			
Surname:		First Name:	
Mobile Number:		Email Address:	
Address:			
Home language			
Date of Birth		NI Number	
Parent 2:			
Surname:		First Name:	
Mobile Number:		Email Address:	
Address:			
Home language			
Date of Birth:		NI Number:	
Start Date Request			
Your child's start date will depend on their date of birth. Birth date from 1 April to 31 August – following Autumn term start Birth date from 1 September to 31 December – following Spring term start Birth date from 1 January to 31 March – following Summer term start			

Term:		Year:	
Please bring your child's Birth Certificate or Passport with you when returning this form. The form will ONLY be accepted if we are able to attach a copy of these documents.			
Signed (Parent):		Date:	
Office Use Only:	DoB Proof Attached	Sign/Date:	