



Willow Farm Primary School

Policy

Little Willows Nursery Admissions Policy

Signed: _____ L. Jamson _____

Date: June 2027

Chair of Governors: J. Bush

Nominated staff member responsible for policy Lindsey Jamson

Statement of intent

At **Willow Farm Primary School**, our vision is for all children to be "Learning with PRIDE." In Little Willows Nursery, this vision comes to life by nurturing curious, confident learners through play-based, open-ended experiences in a safe and inspiring environment.

We foster children's development through relationships rooted in PRIDE values: being Positive, Responsible, Inquisitive, Determined, and Empathetic.

Willow Farm Primary School aims to provide a nursery experience (foundation 1) for children, which is affordable, of high quality and geared towards a smooth transition into Reception (foundation 2).

The **Governing Body** is the admission authority and is responsible for agreeing the Nursery Admissions Policy. This policy aims to ensure fairness and equality for all those intending to begin their education at Willow Farm Primary and Nursery School.

Legal framework

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

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2021) 'Early years entitlements: local authority funding of providers operational guide 2022 to 2023'

This policy operates in conjunction with the following school policies:

- Nursery Fees Policy
- Admission Arrangements
- Child Protection and Safeguarding Policy

Aims

Our aims are:

- To ensure access and entitlement to the benefits of high quality, child-centred nursery education on a fair and equitable basis;
- To help promote consistency of practice and procedure between nursery education and our Reception classes;
- To ensure that all children, who gain a place, will fully benefit from nursery education so they make the very best of our resources;
- To provide high quality child-centred nursery education to children and families in our local community within a school setting.

Nursery Session Options

All children aged 3 and over are entitled to 15 hours government funded nursery education per week, during term time (38 weeks of the year).

Willow Farm Primary School offer **15** or **30** hours (as an extended entitlement). School will ask parents or carers to state a preference for a booking option (weekly pattern of sessions), and are initially only booking children in to either a weekly 15 hour or 30 hour option. If there are places available after school have offered the 15 and 30 hours places, they may consider offering other options (Option 6). However, this will be following a discussion, and by agreement. School will also consider accepting payment for additional morning or afternoon nursery sessions, should spaces be available.

Optional lunchtime sessions (coinciding with the 15 or 30 hours offered) are available to be purchased by parents and carers.

Wraparound care is available through our external provider TB Sport ([Extra-Curricular Activities For Your Children | TB SPORT](#))

Whenever possible, first preference of sessions will be offered; **preferences will be allocated subject to availability and are not guaranteed.** If the preferred session is unavailable, the child may be offered an alternative session.

Session times (Mondays to Fridays during term time, excepting staff training days):

- Morning session: 8.45 am – 11.45am
- Afternoon session: 12.30pm to 3.30pm
- There is a £4.20 charge for lunchtime care from 11:45am – 12.30
- An additional £2.95 is chargeable if your child requires a hot school dinner as opposed to bringing a healthy packed lunch.

Parents and carers should note that a place in the nursery unit does not guarantee a place in our Reception. Parents wishing their children to attend Willow Farm Primary School must still go through the usual admissions procedure within the specified timeframe. In the November before your child turns 5, you will receive an online application form from the Local Authority. This must be returned by the January. Offers are made in the April for admission into school in the following September.

Expressions of Interest form and list

Willow Farm Primary School will maintain a list of the name, address and telephone number of parents are interested in a place in the nursery for their child, together with the name and D.O.B. of the child and the date of registration. In addition, an option for hours can be chosen and provided to the school.

Children can be placed on our expressions of interest list from any age.

The list will not operate places on a first come, first served basis. The length of time children are on the list in no way influences the decisions about places, and the admissions criteria will be used in all cases when allocating places to children and their families.

Parents or carers with children over three will be sent an application form on request.

Children on the waiting list will be sent an application form to complete the term after they are two.

Available places will be allocated in line with the admissions criteria during January for April admission, June for September admission and October for January admission. Parents must confirm acceptance of the offer of a place by the confirmation date on the forms.

Criteria for admission to the nursery

The nursery at Willow Farm Primary School has 26 places in each operating session, i.e. 26 children in the morning and 26 children in the afternoon. The nursery operates one full intake per year in September, with additional intakes in January and March/April (depending on when Easter falls) should places be available. Children are eligible to take up a place in the nursery in the **term following their third birthday. However, if places are available we may consider taking children in the term that they are 3.** Places will be allocated in accordance with the following order of priority:

1. Children looked after by a local authority, and previously looked after children, including those children who have been adopted from state care outside of England;
2. Children who live in the catchment area at the time of application and who, at the time of admission, will have a brother or sister attending the school;
3. Other children who live in the catchment area at the time of application;
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school;
5. Children who live outside the catchment area.

Children will start in the term after they are 3 should places be available. Cut off dates are as follows:

- 31st August for September intake
- 31st December for January intake
- 31st March for March/April intake

If spaces are available, we may consider taking children as they turn 3 subject to our admissions criteria.

There will be the opportunity for children and parents to attend 'stay and play' sessions before they start

Admission decisions

Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options. Parents can refuse the offer made.

The offer of a nursery place **does not** mean automatic entitlement to a place in the school's Reception unit.

Parents who accept a place will be expected to commit to taking up the place for the whole academic year (or the remainder of the academic year where the child starts other than at the start of the autumn term).

Leavers during the year

Parents or carers wishing to withdraw their child from nursery, during the school year, must give the school a minimum of 4 weeks notice (wherever possible). The place of a child, who has been withdrawn, cannot be held open for a trial period and will be automatically offered to the next child on the waiting list alongside the admissions criteria.

If a parent or carer later wishes for their child to return to the nursery, they will have to re-apply for a place and join the waiting list again. The application will then be considered according to the criteria along with all the other applications (unless there are special circumstances). The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

Attendance and loss of nursery place

If a child's attendance is below 90%, and punctuality is a concern, the attendance officer or teacher will talk to parents or carers. At this point, school will remind them that for the child to benefit fully from nursery education, attendance needs to be regular and they need to be punctual. A record of this conversation will be recorded on the child's file stored on the school's electric system, CPOMS.

If after a period of six weeks attendance and punctuality continues to decline, a letter will be sent to the parents or carers inviting them to meet with the Head Teacher.

If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents or 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 or carers, 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 Head Teacher, and a letter explaining the situation will be sent to the parent or carer.

If children are going on holiday during term time, a leave of absence form must be completed.

Transfer from nursery into Reception

All parents and carers must be aware that a place in the nursery does not guarantee a place in the school for their primary years and that they must still go through the correct Nottinghamshire County Council admissions procedure.

The Nursery staff will liaise closely with colleagues in Reception to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

Optional Wraparound care/ holiday clubs

Wraparound care and holiday clubs are provided by the school's external provider TB sports and can be booked directly with them. They do take childcare vouchers so they can be used towards the cost of the provision ([Extra-Curricular Activities For Your Children | TB SPORT.](#))

Wraparound Care operates in the school's nursery and school hall between:

- 7.30am – 8.45am and 3.30pm – 6.00pm.

Contact:

Willow Farm Primary School

Email: office@willowfarm.notts.sch.uk

Phone: 0115 9878501

Web: www.willowfarm.notts.sch.uk

APPENDIX

Distance measurements. When required to determine priority for admission, distance will be measured in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated using computer software, which is currently arcview. In the event of needing to discriminate between pupils living in the same block of flats, where arcview produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the school.

Home address. The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application and will continue to live there after the time of Admission. Informal arrangements, even between parents, will not be taken into consideration. The appropriate designated Officer may also seek proof of residence from the courts regarding parental responsibilities in these matters.