



Admissions Policy

Nursery

2024/2025

Our Nursery Admissions Policy

Introduction

As a Local Authority Nursery School, our admission procedures reflect the ethos of the provision of high quality education and care, taking into consideration our commitment to the local community.

Aim: The admissions procedure is designed to be fair and transparent and provide equal opportunities for children in the local community. The Governing Body is responsible for ensuring the Admissions Criteria are applied consistently.

Wembrook Nursery is a term-time only provision for 3-4 year old. It has spaces for 78 children (39 in the morning and 39 in the afternoon). Some of these spaces will be allocated as full-time places, for those in receipt of 30 hour funding.

The session times are:

Mornings - 9:00 am - 12 noon.

Afternoons - 12:15 pm - 3:15 pm.

Full Days - 9:00 am - 3:15 pm

15 hour places can be taken as five 3-hour sessions, either all mornings or all afternoons. Parents can express a preference for which sessions they require. We will do all we can to meet your preference, but guarantee to do so.

Timing of admission to Wembrook Nursery

At Wembrook Nursery, children are able to start nursery education from the term following their third birthday.

All three and four year olds are entitled to 15 hours of free nursery education per week, over 38 weeks of the year. This applies until they reach compulsory school age. Some children may be entitled to 30 hours funding and will therefore qualify for a full-time place during term-time only.

For each academic year, children become eligible for the free entitlement on the dates set out in the table below:

A child born in the period:	Will become eligible for a free place:
1 st April to 31 st August	1 st September (Autumn school term)
1 st September to 31 st December	1 st January (Spring school term)
1 st January to 31 st March	1 st April (Summer school term)

Children will be admitted at the beginning of each term, as long as there are spaces. You can apply to the school on our application form once your child is 2 years old. The closing dates for applications, along with the dates on which offers will be made, are set out below:

Term	Closing date for applications	Offers made
Autumn Term	28 th February	31 st March
Spring Term	30 th September	31 st October
Summer Term	31 st December	31 st January

Parents will have two weeks to accept the place offered.

In order to check whether you qualify for either 15 or 30 hours of funding please visit the following website <https://www.childcarechoices.gov.uk>

In addition to checking your eligibility on this website you will find a wealth of information including tax free childcare. There is a general helpline telephone number: 0300 123 4097.

You may be asked to withdraw your child from the Nursery if you cannot ensure that he or she attends regularly.

Admission to a Nursery is non-statutory and therefore there is no appeal against a decision to offer a place. Parents who are not satisfied that their child has been not been offered a place, may express their concerns to the Governing Body, who will consider each case on its merits, balancing the need to maintain child:adult ratios.

Oversubscription Criteria

Every nursery has a maximum number of children it can accept. You will **not** receive priority by applying early, as places are not offered on a first come first served basis. If there are more applications than there are places, we will offer places in the following order of priority:

1. First priority will be given to children who will have an older brother or sister in our main school at time of admission.
2. Children living in the school's priority area at the time of admission.
3. Children of staff who have worked at the school for two or more years at the time the application is made.
4. Any other applicants living within the administrative county, with priority going to those nearest to the school.

NB Within each priority area listed above, if there are too few places for all applicants, places will be offered first to those who have the shortest walking distance between home and school

Late Applicants

Late applications will be considered after those received on time. Where places cannot be offered to late applicants, they will be added to the waiting list, in the order set out in the oversubscription criteria above.

Waiting Lists

Waiting lists will operate for the term of entry. Where places become available, they will be offered from the waiting list in the order set out in the oversubscription criteria above. Waiting lists will be closed at the end of each term. If no waiting list is operating, any places which become available during the term will be offered according to the same criteria.

Admission to Wembrook Primary School

Admission to Wembrook Nursery does not guarantee that your child will be offered a place in the primary school. A separate application must be made to the Local Authority, as they administer all school places.