Himbleton CE Primary School and Nursery

Nurture, Nature, Knowledge:

Enabling inquisitive thinkers and inspired learners with kind hearts.

"Faith, Hope, Love…the greatest of these is Love." (Corinthians 13:13)

"So in everything, do unto others what you would have them do to you." (Matthew 7:12)

"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)

Nursery Admissions' Policy

2026 – 2027

September 2026

Statement of Intent

Himbleton CE Primary School and Nursery aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into statutory education. Nursery provision at Himbleton CE Primary School and Nursery is available 5 days a week from 8.35am to 3.15pm, with the additional option of wraparound care.

The Governing Body is the admission authority and is responsible for setting the Nursery Admissions' Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

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 (2024) 'Early education and childcare'
- DfE (2023) 'Early years entitlements: local authority funding of providers operational guide 2023 to 2024'

This policy operates in conjunction with the following school policies:

- Admissions' Policy
- Data Protection Policy

Application Process

Whilst nursery children are part of the EYFS class at Himbleton, the nursery is run independently of the school. Admissions to nursery provision will not in any way increase children's chances of admission to Himbleton CE Primary School, the admissions for which are managed by Worcestershire Local Authority and which has its own Admissions' Policy.

Parents choosing to send their child to the nursery will have to register their interest by contacting the school office and completing an expression of interest form. If a place is available, or when one becomes available, parents will receive a formal written offer which they will need to accept or decline in writing within 10 working days in order to secure the place. After accepting the place, they will need to send in their child's birth certificate and proof of address.

Although they may choose to do so, children do not necessarily need to attend nursery full time. Parents who would like a part-time place for their child will be asked to state a preference for which days they wish for their child to attend nursery. However, where there are no spaces on days when provision is full, an alternative will be offered. In such cases, or when no place is available, the child will be added to the waiting list. The nursery will be in regular contact with those on the waiting list to keep them updated and to formally offer them a place if and when one is available.

A minimum of two days' nursery provision per week will be required to secure a place. Parents who secure a place will be offered a date to a settling in taster session.

Equal Opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

When making decisions about admissions the nursery will ensure that it aims to improve the outcomes of all children and reduce inequalities whilst upholding its duties under the Equality Act to put in place adjustments for children with SEND as required to prevent any disadvantage.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

Application Timetable

At Himbleton CE Primary School and Nursery, a child is deemed to be of nursery-age from their third birthday. Nursery-age children will normally be admitted to the nursery class at the start of term after their third birthday i.e. at the start of the autumn term in September, the spring term in January or the summer term after the Easter break. However, subject to availability of places, children may also join the nursery the day after they have turned 3. In these circumstances, Government funding **will not** be available until the term after their 3rd birthday. Where this is applicable, invoices will be issued by the school each term which are payable in advance of the sessions.

Priority will be given to children who are 4 and who are due to start school the following year.

Parents may register their interest in a place at the nursery at any time during the academic year by completing and returning an expression of interest form.

Parents of existing children wishing to increase the number of sessions their child attends will also need to make an application. It may not be possible to accommodate this; in these circumstances, the request will be added to the waiting list.

Places offered are available to the child from the date the place is offered, until 31 August following their 4th birthday.

Worcestershire Local Authority will consider securing additional free hours for parents who have applied or re-confirmed by the deadline, but receive their valid 30 hours eligibility code after the beginning of the term, up to the dates set out below:

- Application/re-confirmation by 31 August – code start date between 1 - 14 September
- Application/re-confirmation by 31 December – code start date between 1 - 14 January
- Application/re-confirmation by 31 March – code start date between 1 - 14 April
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Worcestershire Local Authority is not required to secure additional free hours where the parent has applied after 31st August, 31st December or 31st March, or for any codes issued after the dates outlined above.

Additional Costs

The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Meals and snacks
- Nappies
- School trips
- Specialist tuition

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery. The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

Oversubscription

Children who have an EHC plan that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the nursery's admissions' manager to determine an appropriate place, in accordance with Worcestershire Local Authority's Fair Access Protocol.

The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery (see point (a) below).

The oversubscription criteria, set out in priority order, are as follows:

- LAC (children in public care and as deemed under Section 22 of the Children Act 1989) or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order (PLAC)
- Children who will access either their full universal entitlement or full extended entitlement within this nursery
- Children who are in catchment area and who will have a sibling attending the nursery or the main school at the time of admission
- Children who are in catchment area and who are children of staff
- Children who are in catchment area
- Children who are out of catchment area and who will have a sibling attending the nursery or the main school at the time of admission
- Children who are out of catchment area and who are children of staff
- Distance

In each of the criteria above, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement from the centre of the home residence to the main entrance to the school, then by date of birth, with the older child given priority, or based on the number of sessions required each week i.e. those requiring greater number of sessions will take priority.

(a) Exceptional individual applications, particularly in cases involving medical or social needs will require written evidence from relevant registered health professionals i.e. a doctor or social worker which must demonstrate why the nursery at Himbleton specifically meets the need of the child and the difficulties that would be would be encountered if the child were to travel to and attend an alternative provision. We will not consider such applications if the

relevant professional evidence is not provided. This evidence will be assessed by a panel of governors and the Headteacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

(b) For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Waiting list

If nursery places are unavailable due to oversubscription, parents may wish to place their child's name on a waiting list which will be maintained by the School Administrator from the start of the academic year and be kept for the rest of the academic year. If and when a place becomes available we will consider all the applications on a waiting list. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available.

A waiting list will be in place and used regularly to monitor children and numbers **on each day**.

Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of nursery education

Delayed starts and withdrawn places

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.
If parents decide to withdraw their child from the nursery after being offered a place, they must give the school at least four weeks' notice in writing. Parents may be charged for this period, or it may come out of their nursery entitlement.
Notice of a delayed start must also be in writing.

Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. If this is a planned absence, a minimum of two weeks' notice is required and no refund will be issued in such circumstances. Nursery fees are non-refundable for non-attendance due to illness.

Parents must give a minimum of four weeks' written notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

Refusal of admission and complaints

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions' limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. However, if parents feel that the admissions' criteria stated above have not been fairly applied to their child, a complaint can be raised with the Governing Body using the complaints procedure which is available from the school office or the school's website.'

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

Admission to Reception

Children reach compulsory school age as follows:

- Children turning five years old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
- Children turning five years old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
- Children turning five years old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January

Parents have the choice of how and when their child starts Reception class until they reach the compulsory age. If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access 15 hours of free early learning rather than taking up a place in Reception, they must:

- Discuss their choice with the school.
- Complete a Reception application form by the date specified by Worcestershire Local Authority to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.
- Complete a nursery re-admission application form and return it to the setting within the time frames set out above.

Data protection

The nursery will act in compliance with the Data Protection Policy when processing personal data. When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

Monitoring and review

This policy is reviewed annually by the Governing Body and Headteacher.

The scheduled review date for this policy is September 2027.