

Nursery Admissions Policy

1. Policy Statement

This policy sets out the principles and arrangements for admitting children into the Nursery provision at Inspire Education Trust Primary Academies. It is written in line with:

- The Statutory Framework for the Early Years Foundation Stage (EYFS, 2025)
- Coventry Local Authority guidance on nursery admissions
- The School Admissions Code (2021)
- The Equality Act (2010) and Data Protection legislation (GDPR 2016/ Data Protection Act 2018)

We aim to provide fair, transparent and consistent access to nursery education, ensuring that every child is given the best possible start to their school journey.

2. General Information

- Nursery provision in Coventry and Warwickshire is planned according to social need, population of children aged birth–5, and geographical accessibility.
- All Inspire Primary Schools have Nursery Provision.
- Parents should be made aware that nursery admission does not guarantee a Reception place at the same school. Reception admissions are managed separately by either Coventry or Warwickshire Local Authority.

3. Nursery Provision at Inspire Primary Academies

- Our Nursery offers part-time places, split between morning and afternoon sessions (3 hours per session, 5 days a week) and 30-hour funded places for eligible families.
- Morning session: 8:30-11:30
- Afternoon session: 12:30-3:30
- 30 hours: 8:30-2:30 (option to pay for an additional hour to finish at 3:30)
- Children that stay for 30 hours stay for lunch. They can either bring a home packed lunch or pay for a school dinner.
- All provision is delivered in line with the EYFS statutory requirements, ensuring a broad, balanced, and inclusive early years curriculum.

4. Nursery Education Entitlement

- All 3- and 4-year-olds are entitled to 15 hours of free nursery education per week, beginning the term after their third birthday.
- Eligible working families may access up to 30 hours per week.

- Children who are eligible for the 30 hours funding MUST supply a funding code prior to starting. It is the parents' responsibility to ensure that this code is valid on 31st August
- If parents are not eligible for 30hour funding but parents would like a full time Nursery place, parents can pay an hourly rate to cover the additional hours that fall outside of the universal 15hour entitlement. The cost for this is currently set at £5.50. This cost is reviewed every academic year and is kept in line with costings provided by the LEA.
- Parents may choose to split funded hours across more than one setting. This must be declared on funding forms.

5. Admissions Process

1. Parents/carers must complete the Nursery application form and provide proof of the child's date of birth and address.
2. Applications are considered in line with the criteria outlined in Section 7.
3. If a place is available, parents/carers will receive written confirmation. If places are oversubscribed, the Local Governing Body admissions sub-committee will allocate places according to criteria.
4. Waiting lists will be maintained fairly and reviewed each term.
5. Parents will be notified in writing if a place cannot be offered and will be informed of the appeals process.

6. Mid-Year Starters and Transition Arrangements

Children may be admitted at the start of the term after their third birthday (September, January, or April), subject to availability. Transition arrangements include:

- Stay and Play session(s) for the child and parent/carer.
- Home visit (recommended) to share information on prior settings, routines, health needs, and safeguarding.
- Paperwork completed prior to start (data collection, funding forms, Tapestry permission, home-school agreements, emergency contacts).
- Staggered start if required, with shorter sessions initially.
- Baseline assessment completed within the first 3 weeks of attendance, covering prime areas, Literacy and Mathematics, in line with EYFS requirements.

7. Oversubscription Criteria

Where applications exceed available places, priority will be given as follows:

1. Children who are Looked After or previously Looked After by a local authority.
2. Children living in the designated area of the school nursery with an older sibling at the school.
3. Children living in the designated area of the school nursery.
4. Children living outside the designated area with an older sibling at the school.
5. Children whose primary daytime carer lives within the designated area.

6. Other children, prioritised by proximity to the school (measured in a straight line).

Notes:

- Places must not be allocated based on intended Reception admissions or religious denomination.
- Records of allocation must be retained for audit and appeal purposes.

8. Appeals

- Parents/carers who wish to appeal must write to the Chair of the Local Governing Body within 10 school days of notification.
- The admissions sub-committee will review the appeal and respond within 15 school days.
- Responses will explain how criteria were applied and why the outcome was reached.

9. Data Protection

All application information will be processed and stored in line with GDPR 2016 and the Data Protection Act 2018. Information will be treated as confidential and used solely for admissions purposes.

10. Monitoring and Review

- The Local Governing Body is responsible for monitoring nursery admissions.
- This policy will be reviewed every two years, or sooner if statutory requirements change.