



# Statutory Policy

## Nursery Admissions

Responsibility of	People Management Committee
Reviewed	March 2025
To be reviewed by	March 2026

## Background Information

There are two types of maintained nursery provision in Reading.

5 Nursery Schools

17 Community Schools with a Nursery Class

All three and four year olds, from September 2010, are entitled to 15 hours free early years education per week for 38 weeks per year at a registered provider. This entitlement commences from the term following their third birthday.

From September 2017, 30 hours Extended Entitlement has been offered to working parents whom fulfil the criteria below:

- Parent of a child who is 3 or 4 years old
- Both parents are working (or the sole parent is working in a lone family) and
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year
- Working will include employed and self-employed persons

We offer the 30 hours per week for 38 weeks per year, excluding INSET days. We make a nominal charge of £2.50 per day to cover staffing for the half hour lunch break. Pupils are required to bring in a packed lunch from home.

If parents opt to send their child to a nursery class at a community primary school then the following policy covers the admission arrangements to these classes.

## Admission Authority

Reading Borough Council is the admission authority for community schools and therefore sets the admission policies for these schools. Reading Borough Council delegates the responsibility of administering the admission process for nursery classes to the governing bodies of these schools. Admissions to the school are part of the co-ordinated admissions scheme and a separate policy covers these arrangements.

## Admission Committee of the Governing Body

Each school year the Governing Body should establish a Committee, which has delegated powers to administer nursery admissions. The Governing Body should approve terms of Reference for the Committee annually. It is recommended that the Committee be made up of the following members:

Two Governors (not a Staff Governor)

The Headteacher

A member of staff nominated by the Headteacher

The Committee should meet termly to consider all applications for admission to the Nursery, and to decide the allocation of places for the following term. For the purpose of the allocated process, records will be kept and the following information about each child supplied to the Committee:

- Child's name
- Address
- Date of Birth

Any information supplied by parents/carers or professionals relating to a request for priority consideration.

Schools can ask to see a child's short birth certificate to verify name and date of birth.

As nursery school classes are subject to a legal staff ratio it is not possible to have a formal appeal procedure. However, the Governing Body should establish a group of governors to consider any concerns expressed by parents regarding the allocation of places. If the Governors agree that a child should have been given a place then the child should be offered the next available place.

#### Places Available

The total number of places available for each Nursery Class at a community school is as follows:

	Total Number of Places Available
Alfred Sutton Primary School	52
Battle Primary School	60
Churchend Primary School	52
Coley Primary School	60
E P Collier Primary School	52
Geoffrey Field Infant School	52
George Palmer Primary School	78
Katesgrove Primary School	78
Manor Primary School	78
Moorlands Primary School	52
New Town Primary School	52
Oxford Road Primary School	52
Ranikhet Primary School	78
Redlands Primary School	40
The Ridgeway Primary School	52
Whitley Park Infant School	156
Wilson Primary School	52

The number of places available may be subject to further discussions with school. The places available each term will vary.

### Attendance

Attendance will be for 5 sessions per week - either every morning or every afternoon. Children who will be four on 31 August 2024, may be able to stay in Nursery from September 2024 because their parents/carers have opted to keep them in a nursery class instead of attending a reception class.

### Length of stay

Places are offered before the beginning of the term following the child's third birthday, providing a place is available. If there are no places available then a letter will be sent asking if you wish to remain on the waiting list. A place will not be allocated for one term only. If a child is absent for an extended period (ie. more than 4 weeks) without the approval of the Headteacher for holidays or long stays elsewhere, the place will be reallocated.

### Applications for admission

Parents seeking a place at the school should complete the Schools' application form. The admission policy should be included in the school prospectus. Reading Borough Council will publish the policy in the 2024-2025 guide for parents and carers for primary admissions and early years education.

Parents/carers may apply for a Nursery place at any time (after the child is 2 years old) and individual schools will advise parents on their procedures but places will not be allocated by length of time on the list. Places will be offered according to the published admission criteria.

The Committee should agree a timetable for receipt of application forms and notification to parents/carers and the following dates are recommended:

Applications should be received not later than -

For the Autumn Term 2025	<i>Friday 2 May 2025</i>
For the Spring Term 2026	<i>Friday 3 October 2025</i>
For the Summer Term 2026	<i>Friday 6 February 2026</i>

Parents/carers will be notified of the allocation of a place on -

For the Autumn Term 2025	<i>Monday 1 June 2025</i>
For the Spring Term 2026	<i>Monday 10 November 2025</i>
For the Summer Term 2026	<i>Monday 9 March 2026</i>

### Late Applications

Late applications will be considered after all those received on time have been dealt with, unless a parent/carer can demonstrate good reason why their application was not submitted on time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

### Over-Subscription Criteria

When the number of applications for admission for each term exceeds the number of places available the following criteria will apply in order -

1. Children in the care of the local authority.
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional
3. Children, starting with the oldest, whose home address is within the designated area of the nursery class.
4. Children who have a sibling(s) who will still be attending the nursery/school at the time of admission.
5. Oldest child by date of birth

NB. Any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth.

Children with a statement of special educational needs that names the school will be allocated a place above all other applicants.

### Deferring the Place

If parents/carers do not wish to take up the place offered for that term they cannot hold that place. They will need to re-apply for admission for the following term.

### Waiting List

Where it is not possible to offer a child a place they can remain on the waiting list and places allocated from that list if places become available during the term. The waiting list must be ranked according to the oversubscription criteria which may change if late applications are added.

Parents will be informed in writing if it is not possible to offer a place in the nursery class.

### Admission to the School

There is no automatic admission into the main school from a nursery class. At the appropriate time parents/carers will need to complete a Reading Borough Council application form and places in the school will be allocated according to the published co-ordinated admission arrangements. The over-

subscription criteria do not give any priority to children attending the nursery unit. The letter offering a place at the nursery must make this clear.

#### Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. Some children are in care and looked after by the local authority, which acts as parents.

#### Siblings

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must live at the same address as the child for whom the applicant has parental responsibility.

#### Home Address

The home address is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. The school reserves the right to request documentary proof of address and/or to take reasonable steps to verify residence at the address provided.

#### Children in Care

This is a child who is in the care of a local authority or provided with accommodation by that authority; or in an arrangement supported by the local authority

#### Multiple Births

Places are offered according to the oversubscription criteria. In the event that it is possible to offer a place to one child and not others we would work with the children's parents/carers to find the best solution for them and for their children. This would take into account the possibility of another place becoming available.