



**Stockingford  
Nursery School**

# **SCHOOL ADMISSIONS FOR BIG NURSERY & LITTLE NURSERY POLICY**

**Passed and adopted by Governing Body:**

**Signed:** *CS Phillips*

**Dated: May 2025**

**Next Review: February 2026**



**STOCKINGFORD NURSERY SCHOOL  
ADMISSIONS POLICY FOR NURSERY PLACES  
BIG NURSERY (3-4 YEAR OLDS)  
&  
LITTLE NURSERY (2 YEAR OLDS)**

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 our local community. Criteria for entry reflect the Warwickshire County Council Admissions Policy for Maintained Nursery Schools.

- We admit children into our Big Nursery the term after their third birthday subject to places being available. Our Big Nursery is a 100 place school offering term time only places. Morning places are 9.00am -11.30am Monday - Friday with one extended day per week from 9.00am -2.00pm. Afternoon places are 12.40pm -3.10pm Monday – Friday with one extended day per week from 9.00am -2.00pm.
- We admit children to our Little Nursery the term after their second birthday subject to places being available. Our Little Nursery currently offers the equivalent of 32 places during term time. Morning places are 8.45am – 11.45am and afternoon places are 12.30 -3.30pm.
- The Nursery School aims to be available for all children and particularly those children who meet the admission criteria. We will provide a maximum number of our places to 15-hour children in any year. However, in our community we also recognise the need for a small number of 30-hour places and will seek to provide these in line with the Governments' agenda for working families whenever possible.
- Admission to a 30-hour place is on a first come first served basis and subject to eligibility of a validated code. The 30 hours places for working families are available from 9.00am -3.00pm. They are dependent upon the school being confident that they can meet a child's physical, intellectual, social and emotional needs. Every child is different and there may be occasions when a 30-hour place is initiated but found to be detrimental to the child's needs. In this instance we will work closely with Parents/Carers to agree next steps. A waiting list will be kept of all parents who have an eligible code when all 30 hour places have been filled. Parents are reminded that they need to keep their code updated.
- The Governing Body reserve the right to adjust the balance between numbers of 15 hour and 30-hour places in any one year of entry based upon the need to also ensure the Nursery School is sustainable and remains financially viable for future generations of young children in our community. A flexible cap may be applied to the number of 30 hours places available and this will be reviewed termly by the Headteacher and Governors.
- A 30-hour code must be presented and ratified by the Local Authority before the place is offered. Where working hours change, Local Authority and DfE guidance will be applied regarding the grace period. It is the parent/carers' responsibility to revalidate their 30 hours code every 3 months.
- The Nursery School has some flexibility to increase its pupil admission number with requisite space and staffing when the need arises and measured against clear criteria. We will always seek to provide sufficient spaces to ensure children in our local community can access the very highest quality early education.

- The School has Local Authority accreditation for its inclusive practice and offers 'enhanced places' for children with additional needs. Where the School receives an admission request for a child with complex needs, the placement will be dependent upon the School's ability to provide appropriate, high quality education and care within the context of the fabric of the buildings, availability of suitably trained staff and the current complement of the cohort. Guidance may be sought from Warwickshire Integrated Disability Service for their recommendations and support.
- In Big Nursery the Governing Body has the right to change the session pattern for each academic year. We will currently admit children for 15 hours per week (in line with their free entitlement), which equates to 4 sessions of 2.5 hours and an extended day of 5 hours (9am – 2pm). Parents can opt to pay for an optional additional hour on their extended day. We also have a limited number of 30 hour spaces (9:00am until 3:00 pm daily) to accommodate the Government's 30 hour offer to working parents.
- In Little Nursery we currently admit children for 15 hours per week (in line with their free entitlement), which equates to 5 sessions of 3 hours. We also provide the flexibility of part-time places but specify a minimum of 2 paid sessions per week unless in exceptional circumstances.
- Wherever practical and possible to do so we will accommodate parental preference for a session time, but cannot guarantee to do so. Decisions that relate to admission may be based upon confidential information that is personal to the child or family.
- You must apply to the Nursery School, using our application forms, which can be obtained in person, by telephone or by e-mail request to the school office. Alternatively, you can apply for a place online by completing the application form on our school's website; [www.stockingfordnurseryschool.co.uk](http://www.stockingfordnurseryschool.co.uk)
- Application lists are temporarily closed for a week on the third Friday of each new term (January, April, and September) to allow admission offers to be made.
- Application for a place will be considered using the criteria below. We will notify you the term before your child becomes eligible for entry whether a place is available and will make a provisional offer at that point. Applications received during this time will not be considered until the list re-opens.
- Parents and carers must complete and return the acceptance pro-forma within **2 weeks** of receiving the offer of a place otherwise the school will assume the place is no longer required.

### **Admission Criteria.**

The school does not have a catchment area. If there are more applications than there are places, we will offer places in the following way: -

1. Children already accessing Little Nursery in Stockingford Nursery School.
2. **For Little Nursery only:** children who are in receipt of 2 year funding.
3. Children with a statement of Special Educational Needs or an Education, Health and Care Plan that names the Nursery School.
4. Children Looked After (children provided with accommodation under the Children Act 1989 Section 20 and Section 22).
5. A child with a Child Protection plan in place.
6. A 'vulnerable child' who has been supported following a Single Assessment – Child Protection, Child in Need' or Family Help plan.
7. A child known by the Local Authority to have additional educational needs where evidence from relevant professional(s) can demonstrate to the Governing Body that a Nursery School place will benefit the child's educational development rather than any other provider.
8. A child with a serious on-going medical condition as deemed in need of admission by a medical practitioner, social worker or partner professional.
9. Children who have a sibling already attending Big Nursery.
10. Children living within the local area who have the shortest walking distance between home and school.
11. Children living the shortest travelling distance between home and school outside the local area, within Warwickshire.
12. **For Little Nursery only:** children who are paid places

*Should vacancies be available after the start of the relevant term and there are more children eligible than places, the same above criteria will be used to determine order of offer. Should places still be available then the following can be applied: -*

13. Children living the shortest travelling distance between home and school, outside Warwickshire.
14. Children of a younger age group firstly in order of birth date (children living in Warwickshire only). The term 'children of a younger age group' applies to children reaching the age of 3 after the September start date and is subject to appropriate funding.
15. Children who become three within the Autumn Term prior to January admission, will be considered in accordance with our January Intake Admissions Policy that uses the same criteria in event of over subscription.
16. Children who become three within the Spring Term prior to Easter admission, will be considered in accordance with our Easter Intake Admissions Policy that uses the same criteria in event of over subscription.

**Note:**

- The criteria are applied to the child's address and not to the address of relatives and child-minders. If a place is offered on the basis of an address, which is subsequently found to be different from the child's normal home address, that offer is likely to be withdrawn.
- Where a child lives with two parents at separate addresses, the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time at each address then the parents will need to nominate which of the two addresses they wish to be the child's main address for admission purposes.
- Twins or multiple births: where the final place in a year group is offered to one of twins or multiple births it is normally our policy to admit the others of the multiple births too. However, this will depend upon the capacity limits of the nursery. Where it is not possible to admit all the multiple births the parents will be informed of the number of places which can be offered, and they will nominate which child/children (if any) will take up the place/s.
- The relevant support agencies are: Family's Social Worker, Health Visitor, General Practitioner, Family Support Worker, or Lead Professional for the family. One or more relevant support agency will need to provide written evidence explaining why admission to the particular facility is crucial to the child. In most cases more than one agency will consider a referral through the Single Assessment Framework which should make clear why admission to the particular facility is crucial to the child.
- Applications for morning or afternoon places will be taken into account in the offer of places where possible. Children with the highest priorities will be allocated to the preferred session if available.
- If a place is offered to a family using the address on the application form, but who have subsequently moved, the place may be withdrawn dependent upon the new address. In some instances parents will be asked to provide proof of residence, especially in the instance of a proposed house move.

**Other Information**

Where all factors have been considered and distances are equal the measurements for final decision will be made by WCC admission team.

**Non-admission to a Nursery School**

Admission to a Nursery School 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 not been offered a place may express their concerns to the Nursery School's Governing Body who will consider each case on its merits, balancing the need to maintain child:adult ratios.

**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 admission criteria above.

**Waiting Lists**

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 admissions criteria.

**Starting School**

A child does not have to start statutory schooling until the term after their fifth birthday. In exceptional circumstances parents may apply to the Local Authority and the Nursery School to request an extended placement. Each case will be considered on its own merit.

<https://www.warwickshire.gov.uk/applying-school-place-reception/deferringstartingschool>

**Admission to school**

Admission to a Nursery School does not guarantee admission to any particular school. A separate application must be made to the Local Authority via the on-line service.

<http://www.warwickshire.gov.uk/admissions>

This policy has been ratified by the Governing Body, it considers the changes and finalisation of the WCC Admission Policy for Nursery Schools that is applied to the 6 WCC Maintained Nursery Schools, across the county. For more information to arrange a visit to the school or to apply for a place for your child, you are welcome to contact our Nursery School tel:02476383708.