

ABBHEY HEY PRIMARY ACADEMY

NURSERY ADMISSIONS POLICY

2025 – 2026

Application Procedures

1. Responsibility for admissions to the nursery class

Responsibility for making decisions regarding admissions to the school's nursery class lies with the Head Teacher and Local Governing Body of the School. The Head teacher is also responsible for the day-to-day administrative arrangements that need to be made to ensure that the policy is followed. Parents can be reassured that this policy and procedures, as adopted by the Head Teacher and Local Governing Body of this school is entirely in accordance with Local Authority guidance in this area

2. Age range

The nursery class at Abbey Hey Primary Academy will provide education for children who have reached 3 years old.

3. Applying for a place in the nursery class

Parents should contact school up to 12 months before a place is required and by March of the year they are due to start in the nursery. The School Admin Team will keep a list of pupils and the names and addresses of parents who have requested a place in the nursery class. This will be called the nursery admission list.

Parents of children on the nursery admission list will be asked to complete an application form for a nursery class place at the school.

If there are any special reasons, such as identified medical needs or special educational needs, why parents or other agencies feel a child would educationally benefit from admission to the nursery class, this information with any supporting documentation should be provided on/attached to the application form.

The length of time a child's name has been on the nursery admission list will not be taken into consideration, as long as parents meet the deadline for applying to the school by March of the year they are due to start in the nursery. Applications received after the appropriate closing date will be regarded as late. Late applications will not be considered until all on-time applicants have been allocated places.

The school will inform parents by letter by 1 May whether it has been possible to allocate their child a place in the nursery class or not.

4. Number of places available and hours of operation

Abbey Hey Primary Academy will offer 52 full time nursery places.

Some children will be offered shorter hours as part of a gradual transition to meet their developmental needs.

5. Criteria for admission to the nursery class

Admission to the nursery class is based on the expression of parental preference. If there are more requests for places than there are places available, the school will use the following criteria to decide admissions, in the order of priority shown:

Criterion 1

Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.

Criterion 2

Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion.

Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

Criterion 3

Those children who currently have or have previously had a sibling at the school.

Siblings - The LA accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.

Criterion 4

Geographical proximity to school, with those families living next nearest to the school having higher priority using the shortest route journey on foot using Google Maps from the front entrance of school to the applicant's permanent address.

Tie breaker

Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school postcode.

In the event of two or more children living equal distance from the school, e.g. blocks of flats, the place will be decided by random selection.

Permanent Address

The only address that can be considered is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.

If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, this cannot be considered as the address for the purpose of admission.

Intention To Move House

An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of places.

Unsuccessful Applications

Waiting list

Once places have been allocated, and where it is not possible to offer a child a place in the nursery class, the child's names will be added to a waiting list. Any places that then become available will be offered from the waiting list in accordance with the school's published criteria for admission.

Right of appeal

As nursery education is non-statutory, the school's decision will be final and there is no formal right of appeal to an Independent Appeal Panel, in this area. However, the Head Teacher would be happy to discuss any concerns that parents might have.

Attendance

Attendance that falls below 90% in the nursery will be monitored by school and referred to the school attendance officer. Persistently low levels of attendance may result in a place being withdrawn.