KINGS MEADOW PRIMARY SCHOOL

Nursery Admissions Policy

Policy Statement

This policy aims to ensure best practice for admission to Kings Meadow Nursery classes to enable a maximum number of children to access their free early learning place and through the delivery of flexible options, support parents to access employment or training. It will ensure that children are admitted to the nursery provision in a fair and consistent manner in accordance with the published policy and procedure.

Equal Opportunities, Inclusion & Transition

At Kings Meadow Nursery, all children, regardless of race, gender, religious belief or affiliation, intellectual or physical ability, or social and cultural background, have equal access to places within our provision. We work closely with parents, carers and other professionals to ensure a smooth and supportive induction process that prioritises each child's wellbeing while identifying and meeting their individual play, care and learning needs. Transition into Nursery looks different for every child. Some children settle quickly and are ready to attend for their full entitlement immediately, while others may need a more gradual introduction, building up their time in Nursery over a period of days or weeks. Some children may also benefit from a parent or carer staying initially, or from being collected earlier than the planned finish time, to ensure their first experiences of Nursery are happy, secure and positive. Any adaptations during this admission period are at the school's discretion.

Working in Partnership

When a child is admitted to our Acorns Nursery class, we will ask for documentation of the child's progress within the EYFS from the previous provider. An initial assessment will be made on entry which will also include a home visit to meet the child in their most comfortable surroundings and to gather information from the parent/ legal guardian about the child's progress and identify any specific needs at an early stage.

School Admissions

Attendance at either nursery class does not guarantee admission to Kings Meadow Primary School and school admissions must be made separately through the Local Authority following their procedures at the appropriate time. (See School Admissions Policy).

Allocation of Early Learning places: 2 Year Old Offer (Seedlings Class)

The two-year-old nursery provision on site at Kings Meadow is run by First Steps Enterprises who currently offer our after-school club provision. Details of their admission arrangements can be viewed via the link on our school website.

Allocation of Early Learning places: Children aged 3-4 years (Acorn Class)

36 children can currently be admitted to our Acorns Class:

16 x 30 free hours places, 5 x AM sessions, 5 x PM sessions,

5 x Monday – Wednesday places, 5 x Wednesday –Friday places.

Nursery operates between the hours of 8.45am and 3.15pm.

Children can attend for up to 15 hours per week, increasing to 30 hours if entitled to the 30 free hours offer, for up to 38 weeks per year. Wraparound Care is also available where there is availability at an hourly and session rate. Any child attending in excess of their 15/ 30 free hours will be charged accordingly (details can be located in our Charging Policy). Children attending full days must bring a packed lunch or pay for a school meal. Free meals are provided to children whose family receive specific benefits, upon application to the LA. Breakfast club (School run) and After School Club, operated by First Steps Enterprises (fees payable) are also available to children over 3 years old.

Children can be admitted to Acorns class from the half-term following their third birthday. If there is availability, children will be admitted following each half-term holiday throughout the year until the Easter term.

Applications will be considered 5 times per year, during the week after each school holiday. Parents will then be notified of their allocated place as soon as possible. Applications for children who have already turned 3, received at other times will be considered on an individual basis for entry at the next appropriate point.

Date of 3rd birthday of child	Start date	Applications considered/ Allocations
Prior to Autumn start date	Beginning of Autumn term	Week after Spring break
Prior to start of second half of Autumn term	After Autumn break	Week after Spring break
Prior to start of Spring term	Beginning of Spring term	Week after Summer holiday
Prior to start of second half of Spring term	After Spring break	Week after Summer holiday
Prior to start of Summer term	Beginning of Summer term	Week after Summer holiday

*There will be no intake following the Summer holiday.

Paid Childcare

Wrap-around hours allocated when a child is admitted to the setting will be guaranteed, if it is to support a parent in employment or training, even if it means another child may not be able to access a free early learning place. The additional childcare hours will be guaranteed until the end of their Nursery placement unless the provider restructures and is unable to offer additional childcare.

Oversubscription Criteria

The following is an order of priority in which applications will be considered should the setting be oversubscribed.

1. Pupils in public care (Looked After Children)
   Previously Looked After children who left care under a residence 1 or special guardianship order, or were adopted from care under the 2002 Act.
2. Children who have a sibling already attending the setting/ school.
3. Children accessing the 2 Year Old provision in Seedlings.
4. Date of birth priority with older children admitted first.
5. Earliest date of application.

Monitoring and Review

This policy will be reviewed annually by the Governing Body. Last review May 2026