



Nursery Admissions Policy

Autumn 2025



**WHINLESS DOWN
ACADEMY TRUST**

Statement of intent

Vale View Nursery aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Primary School. This policy is written to ensure fairness and equality for all those intending to begin their education in the nursery.

This nursery caters for the following age ranges:

- Children aged two
- Children aged three and four

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE 'Early education and childcare'
- DfE 'Early years entitlements: local authority funding of providers operational guide 2024 to 2025'

This policy operates in conjunction with the following school policies:

- Nursery Term and Conditions
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Nursery Attendance Policy
- SEND Policy

Equal opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

When making decisions about admissions, the nursery will ensure that it aims to improve the outcomes of all children and reduce inequalities whilst upholding its duties under the Equality Act to put in place adjustments for children with SEND as required to prevent any disadvantage.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

Application process

Admissions to nursery provision will not in any way increase children's chances of admission to primary school; primary schools have their own admissions policies.

Parents choosing to send their child to the nursery will have to register their interest by completing a form, including basic information and preferred sessions and funding. If a place is available, they will be asked to complete an application form, if not they will be added to the waiting list.

Parents will then receive a formal written offer, which will confirm the sessions their child has been booked into and well as a date for induction, where transition sessions and start date will be discussed and confirmed.

More information on fees, charges and free childcare entitlements is outlined in the Nursery Terms and Conditions.

Application timetable

A child is eligible for starting the nursery (dependent on the type of funding) from the beginning of the term following their third birthday, or second birthday, where eligible. Parents may register their interest in a place at the nursery at any time and places are allocated on a first come first served basis, dependent on the sessions available.

Forms to register their interest can be obtained from the nursery or the school office.

Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

Funding codes must be shared with the nursery to ensure they are validated the beginning of the term, up to the dates set out below:

- Application/re-confirmation by 31 August – code start date between 1 - 14 September
- Application/re-confirmation by 31 December – code start date between 1 - 14 January
- Application/re-confirmation by 31 March – code start date between 1 - 14 April

The LA is not required to secure funding where the parent has applied after 31 August, 31 December or 31 March, or for any codes issued after the dates outlined above.

Additional costs

The nursery is able to charge additional costs as part of a free entitlement place – this is mostly only for nursery trips and curriculum enhancements.

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary.

Oversubscription

Children who have an EHCP that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHCP plan that does not name the nursery will be referred to the Trust EYFS Leading Practitioner to determine an appropriate place.

The EYFS Leading Practitioner may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery.

The oversubscription criteria, set out in priority order, are as follows:

1. LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
2. Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer.
3. Children who have siblings in Vale View School.
4. Children who have siblings in a Trust school.
5. Children of Trust staff.
6. All other children

The EYFS Leading Practitioner may also give priority in their oversubscription criteria to children eligible for the early years pupil premium.

Where there is a tiebreak scenario within the criteria, priority will be given to the older child who is closer to attending school.

Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error.

- Offers made on the basis of fraudulent applications.
- Offers made on the basis of intentionally misleading applications.
- Parents not responding to an offer within six weeks.
- A child is in receipt of more than their entitlement of nursery education

Delayed starts and withdrawn places

Following receipt of an admissions form, the start date can only be delayed once, and only be delayed by two weeks, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least four weeks' written notice. Parents may be charged for this period, dependent on if funding is being claimed.

Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its pan (maximum allowed in each session).
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against refusal to award a place to their child.

Data protection

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and that the rights of data subjects are reserved at all times.

Monitoring and review

This policy is reviewed every three years.