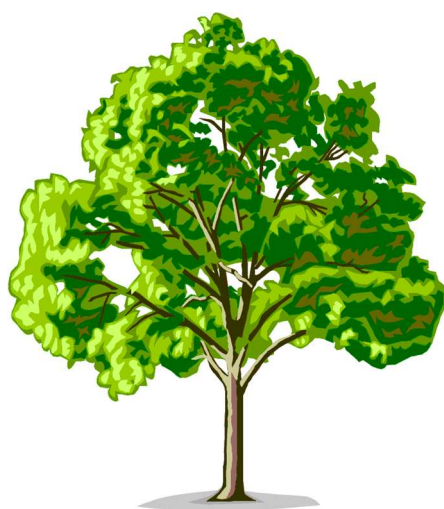


Park Hill Primary School

Nursery Admissions Policy

2025/2026



Responsible for Policy	Paul Griffin – Head Teacher Rebecca Scott – Assistant Head Teacher, EY Lead
Date of Policy	September 2024
Date Ratified by Governors	September 2024
Date of Policy Review	September 2025

The Nursery Admission Policy of Park Hill Primary School is as follows:

ADMISSION LIMIT

The School's Admission Number for Nursery, for the school year beginning in September 2025 for Nursery is **52** (this consists of a mixture of 26 all day, 26 morning and 26 afternoon nursery places). This is the standard admission number for Nursery.

Allocation of a place at Park Hill Nursery does not automatically guarantee that a place will be offered in the Reception class of Park Hill School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application. A copy of the school Admission policy is available upon request and on the school website.

The session times for Nursery are as follows:

Morning Nursery 8:30am – 11:30am

Afternoon Nursery 12:30pm – 3:30pm

All Day Nursery 8:30am – 3.30pm (30 funded hours from 8.30-2.30. Teaching continues until 3.30pm with the additional hour from 2.30-3.30 incurring a fee of £6.00 per day £30.00 per week to cover staffing costs, this price may be subject to change)

NURSERY EDUCATION ENTITLEMENT (15/30 HOURS FUNDING)

Children are entitled to 15 hours (or 30 hours, restrictions apply) of free Nursery education through the Nursery Educational Entitlement. Where a child also attends a Private or Voluntary sector setting, parents should be aware that the child is not eligible for Nursery Education Funding in that setting if they take up their full entitlement in the school Nursery, however the 30-hour funding may be split between providers. You will be asked to withdraw your child from Nursery if you cannot ensure that he/she attends regularly. Children are admitted to Nursery in September (one intake only) following their third birthday (the year prior to their entry into Reception in school). A copy of the original birth certificate must be seen before an application form is processed. If any information given on the application form is found to be false, any offered place will be withdrawn.

Children who are eligible for the 30 hours funding **MUST** supply a funding code prior to starting. It is the parents' responsibility to ensure that this code is valid on 31st August (not in grace period). If the code expires before 31st August and falls into the grace period this will impact on child's funding the school receives from Coventry City Council, and the parent(s) will be liable for any shortfall in funding for the whole academic term.

Any additional hours that come outside of the 1/30 hours funding will be charged at an hourly rate of £6.00 per hour.

ALLOCATION OF NURSERY PLACES

The closing date for September admissions is 15th January.

The closing date for January admissions is 31st October.

The closing date for Easter admission is 28th February.

Places will be offered for the 5 full days for either morning, afternoon or all-day sessions, children are expected to attend Nursery for 5 sessions.

If the number of applications exceeds the admission number, priority will be given to applications in accordance with the criteria listed. A map of the catchment area is available at the school. The admin team will notify parents of their decisions after February half-term for the projected entry year. For any late application additional rounds of allocations will take place on an ad hoc basis until the end of the academic year for a September start.

IN YEAR PLACES

Nursery main intake will be in September, however, if there are available places additional intake can be allocated in January and May in line with the Early years funding.

ADMISSION CRITERIA

Applications received by 15th January 2025.

Looked after or previously looked after children. (See note 1).

Children living in our catchment area of Park Hill School who have a brother or sister at Park Hill Primary School at the time of admission. (See note 2).

Children living in Park Hill Primary catchment area.

Staff members children who have been employed for 1 academic year or more.

Children out of Park Hill Primary Schools catchment area who have a brother or sister at Park Hill Primary School at the time of admission (see note 2).

All other children.

Note 1

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 2

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children
- The children must be living in the same household.
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Note 3

Distances are calculated on the basis of a straight-line measurement from the centre of the child’s home address to the centre of the school site.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child’s year group to be exceeded the Governing Body will select the child to be offered the

place by drawing lots. This process will be overseen by a person independent to the Governing Body.

The school will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence. Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

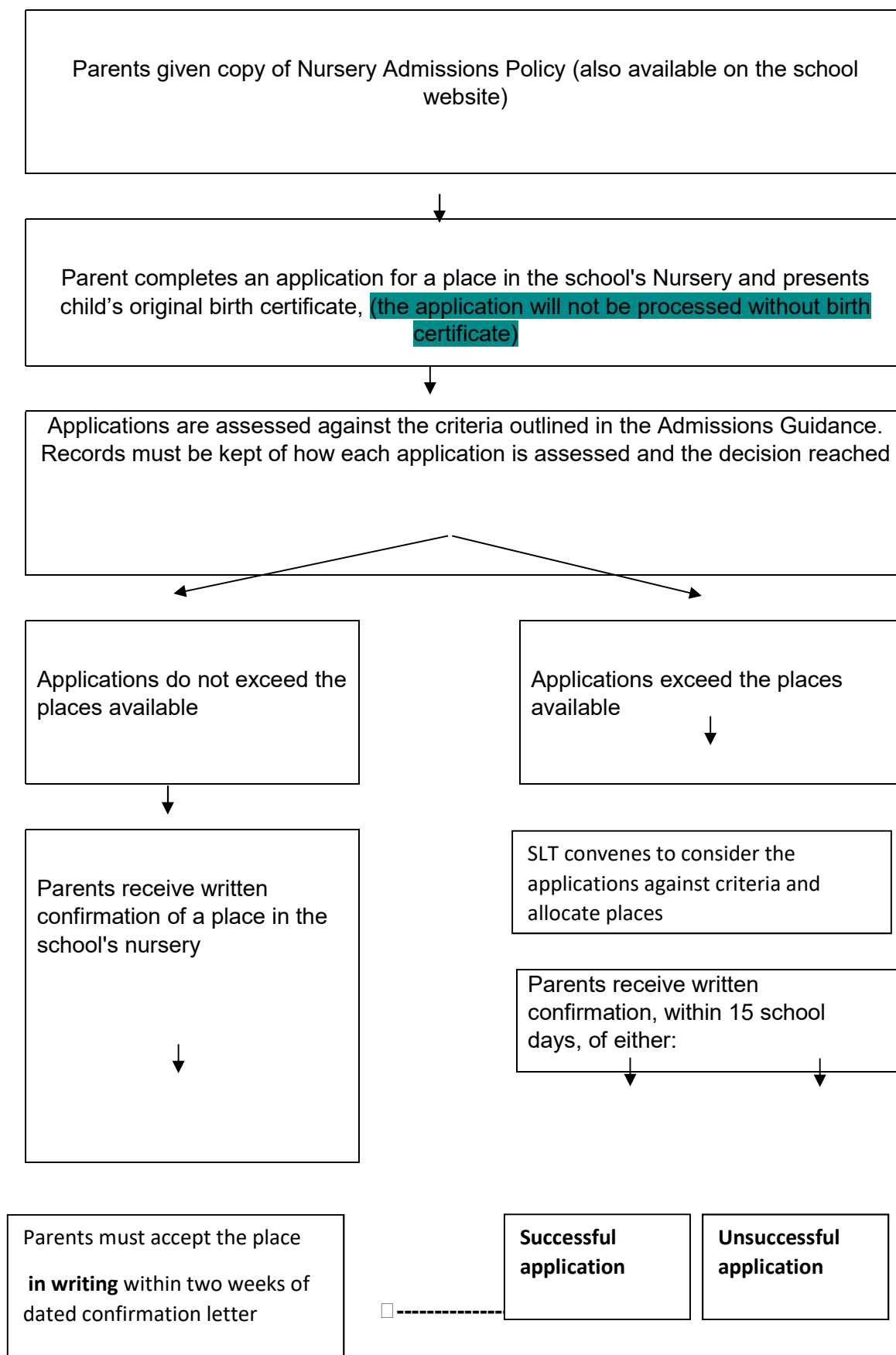
If a place in the nursery is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

SPECIAL EDUCATIONAL NEEDS and DISABILITY

If a Nursery child has special educational needs, the school SENDCO (Special Educational Needs and Disability Co-ordinator) should be made aware of the situation so that the individual needs of your child can be met effectively and so that we can work together to prepare and plan the Nursery provision for your child. A child will not be refused admission to our nursery because they have special educational needs or a disability.

WAITING LISTS

Waiting lists for admission will remain open until the end of September and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.





Nursery Admission Timetable

2025 – 2026

Wednesday 8th January 2025	-	Final open morning Nursery only
Wednesday 15th January 2025	-	Closing date for applications
W/C 27th January 2025	-	Preliminary sorting of applications
W/C 24th February 2025	-	Offer letters sent to prospective Nursery parents
Friday 14th March 2025	-	Acceptance letters returned