



# Elmhurst School

## Nursery Admissions Policy 2026/27

**Approved by:** Local Governing Board

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**Date of next review:** Annual

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## **Statement of intent**

The governing board is the admission authority and is responsible for setting the nursery's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

### **1. 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 (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2021) 'Early years entitlements: local authority funding of providers operational guide 2022 to 2023'

This policy operates in conjunction with the following school policies:

- Admissions Policy
- Data Protection Policy

## 2. Application process

The nursery is part of Elmhurst School. Admissions to nursery provision will not in any way increase children's chances of admission to primary school; primary school places must be applied for via Buckinghamshire Council admissions: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>

Parents choosing to send their child to the nursery will have to register their interest via the Elmhurst Nursery application forms: 2-Year-Old Provision (Funding Code required) [2YO Nursery Application Form](#) or 3&4-Year-Old Nursery [3&4YO Nursery Application Form](#). Once they have completed the form and provided evidence of the age of the child (birth certificate/passport) and proof of residence in the UK if they were not born in the UK, they will be added to the waiting list. The nursery will be in regular contact with those on the waiting list to keep them updated and to formally offer them a place if and when one is available.

Once a place is available, parents will receive a formal written offer which they will need to accept or decline in writing. After accepting the place, they will need to complete a school admission form and a universal funding agreement.

Parents who secure a place will be offered a date to begin the transition programme to ensure they and their child have time to settle.

Parents will be asked to state a preference for morning or afternoon, however, the nursery cannot guarantee all parents' requests will be fulfilled.

## 3. 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.

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

## 4. Three-Year-Old Nursery [Universal 15 hours funding]

The Local Authority (LA) is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined below.

Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

The nursery can accommodate a maximum of 26 nursery children for morning and afternoon sessions with a qualified teacher in the setting (1:13 ratio). The nursery can accommodate a maximum of 24 children for morning and afternoon session without a qualified teacher in the setting (1:8 ratio).

**The nursery offers the universal 15 hours free childcare only for either morning or afternoon sessions.**

## 5. Eligibility for two-year-olds

A child is entitled to the free hours from the term after both of the following conditions are satisfied:

- The child has reached the age of two; and
- The parent is eligible for any of the following benefits:
  - Income Support
  - Income-based jobseeker's Allowance (JSA)
  - Income-related Employment and Support Allowance (ESA)
  - Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
  - the guaranteed element of Pension Credit
  - Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
  - the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
  - Eligible working parents of 2-year-olds are also now able to access funded places with a working parents code. Please note: this is not an entitlement to EYPP.

Check if you are eligible for two-year-old funding by clicking on the following link:

<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/>

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's second birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's second birthday
- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's second birthday

The two-year-old nursery can accommodate a maximum of 10 children for morning only sessions.

## 6. Application timetable

A child is deemed to be of nursery-age 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 during the year following their child's third birthday, or second birthday, where eligible. Application forms can be obtained from the main office.

Acceptance and non-acceptance letters are sent out on the following dates:

- For places in the Spring term – December
- For places in the Summer term – March
- For places in the Autumn term – July

Where places are remaining, later admissions are possible, up to the agreed admissions limit.

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

## 7. Oversubscription

Children who have an EHC plan that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the nursery's admissions manager to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The governing board 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:

**[In line with statutory guidance, LAC and previously LAC must be given first priority in the oversubscription criteria. After this, nurseries are able to create their own oversubscription criteria so long as they are reasonable, clear, objective, procedurally fair, and comply with relevant legislation. The following oversubscription criteria are provided as a guide and can be amended as necessary.]**

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 will have a sibling attending the nursery or the main school at the time of admission
4. Children of staff who have:
  - Been employed at the nursery or school for two or more years at time the application for admission is made
  - Been recruited to fill a vacant post for which there is a skill shortage
5. Children living within the catchment area for the nursery
6. All other children – prioritised by distance from the school.

The governing board may also give priority in their oversubscription criteria to children eligible for the early year's pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

## 8. 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 four weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

## 9. Delayed starts and withdrawn places

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, 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 notice in writing via email to [admissions@esglt.co.uk](mailto:admissions@esglt.co.uk)

## 10. Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend a nursery session.

Elmhurst school reserves the right to withdraw the place in the nursery if the child's attendance drops below 80%.

## 11. Refusal of admission

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

- The nursery has reached its admissions limit
- The child is not of the appropriate age

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

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## 12. Two-Year-Old Admission to Three-Year-Old Nursery

If your child attends the two-year-old nursery, admission to the three-year-old nursery is not automatic. A new application for three-year-old nursery must be completed in the term before they become eligible. See section 4 of this policy.

## 13. Admission to Reception

If your child attends the three-year-old nursery, admission to the Reception is not automatic. You must apply for a primary school place via the Buckinghamshire Council website:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>

Children reach compulsory school age as follows:

- Children turning five years old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
- Children turning five years old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
- Children turning five years old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January

Parents have the choice of how and when their child starts Reception class until they reach the compulsory age.

If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access 15 hours of free early learning rather than taking up a place in Reception, they must:

- Discuss their choice with the school.
- Complete a Reception application form by the required date, to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.
- Complete a nursery re-admission application form and return it to the setting.

## **14. Transition arrangements**

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies.

Further information relating to the transition between nursery and Reception can be found on the school website.

## **15. 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 the LA will ensure that the rights of data subjects are reserved at all times.

## **16. Monitoring and review**

This policy is reviewed annually by the governing board and headteacher.