

	Bridlewood Primary School	Last Reviewed January 2025
	Admission Policy (Nursery)	Policy next to be reviewed January 2027
		Page 1 of 4

Introduction

All 3 and 4 year olds are entitled to free learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year.

Nursery is a non-statutory phase of education, admission to a school nursery class is outside of the statutory framework for admissions.

- Swindon Borough Council is not the admissions authority for nursery classes
- There is no Swindon Borough Council policy for nursery class admissions, and nursery classes are not encompassed by the Local Authority's Primary Admissions Policy
- There is no statutory framework for appeals against an admission decision
- The responsibility for agreeing and implementing an admissions policy for a school nursery class lies with the individual school

This policy aims to:

- Ensure access and entitlement to the benefits of high-quality child centered nursery education on a fair and equitable basis
- Establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals
- Ensure that, as far as possible, all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources
- Provide high quality, child-centered, nursery education to children and families in our local community.

Application process

- Parents requiring a place for their child should complete the Nursery Interest Form. Parents will be offered the opportunity to visit the school nursery, prior to submitting a completed interest form.
- Nursery school interest forms will be available to any parent on request.
- Parents will be informed of the success of the application after the application deadline.
- Parents will be expected to confirm their acceptance of their child's place in writing within two weeks of the offer of a place.
- Once funded places have been accepted, spare places will be made available for parents to purchase in addition to their funded place.

Please note: Due to government legislation, admission to the school nursery does NOT guarantee admission to the primary school, nor does attendance in the nursery give priority to admission to the primary school.

	Bridlewood Primary School	Last Reviewed January 2025
	Admission Policy (Nursery)	Policy next to be reviewed January 2027
		Page 2 of 4

Age of admission

- Children will be admitted to the nursery class at the beginning of term 1, 3 or 5. It must be the term after their third birthday.
- Admission will be at the start of term to allow for an appropriate settling in process. It may be possible for children who join the Nursery at other points during the year depending on circumstances.

Criteria for admission to the school nursery

The nursery class at Bridlewood Primary School has twenty four 3- and 4-year-old places.

The Governors of the school will offer children a place in the nursery class in the term following their third birthday if there is space available, according to the criteria in the following order of priority:

1. 'Child Looked After' A CLA is:
 - (a) In the care of a local authority or
 - (b) Being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989.
2. Any child who has a sibling attending Bridlewood Primary School or nursery at the same time as he or she is due to be admitted, committing to 15 or 30 hours of provision.
3. Children living closest to the school within the school's catchment area committing to 15 or 30 hours provision.
4. Children not living in the school's catchment area, committing to the full 15- or 30-hours provision.
5. Parents who will be selecting Bridlewood Primary School as their preferred placement when starting school.
6. Children not wanting to commit to the full 15 or 30 hours provision.
7. Within the above criteria, each application is always considered very carefully on its individual needs.

Applications or a register of interest can be made at any point during the year and will be held on file until our next admissions point. Our register of interest form is available on the Bridlewood Primary School and Nursery website: <https://www.bridlewoodprimaryschool.org.uk/nursery/>

Admissions are reviewed and places offered at three points during in the academic year:

- 1st June – Places offered for a September start
- 1st October – Places offered for a January start
- 1st week of January – Places offered for an April (after Easter) start

	Bridlewood Primary School		Last Reviewed January 2025
			Policy next to be reviewed January 2027
	Admission Policy (Nursery)		Page 3 of 4

Appeals process

There is no statutory right of appeal against a decision with regard to admission to a nursery class. Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Head Teacher.

Home visits

When possible, all children who have accepted September places will be visited at home by 2 members of the nursery staff, at a pre-arranged time, prior to the children starting. It may not be possible for children who join the Nursery at other points during the year to receive a pre-arranged home visit before they are due to start due to staffing needs at the nursery.

Leavers during the year

If a child is withdrawn by their parents from nursery during the school year, parents must give the school a minimum of 4 weeks notice. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery will in no way influence the decision on being offered a place.

Attendance and loss of a place

If attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder. If after a period of two weeks, attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place.

Parents will be notified of the loss of place in writing. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

Transfer from nursery into school

All parents and carers must be made aware that a place in the nursery (3-4 year olds) does not guarantee a place in the primary school and parents and carers must still go through the correct Swindon Borough Council admissions procedure. The school nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

	Bridlewood Primary School	Last Reviewed January 2025
	Admission Policy (Nursery)	Policy next to be reviewed January 2027 Page 4 of 4

Allocation of preferred sessions

Parents will be asked to give a preference with regards to the session options when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session. Parents who are wanting their children to stay over the lunchtime session must provide a packed lunch. In both sessions, children are supplied with free milk only if the milk application form has been completed online, and free fruit and vegetables are supplied as a snack to each child.

Nursery Session options for 3 & 4 year old places

On the application form parents are asked to select how they would like to use their 15- or 30-hours free funding:

- All day Monday - Friday 8.40am to 3.20pm - (a charge for lunchtime care)
- Morning only sessions Monday - Friday from 8.40am - 11.40am
- Afternoon only sessions Monday - Friday from 12.20pm - 3.20pm

Parents may also book wrap around care, please see charges below:

Nursery charges

An extra 3 hour session can be booked. Please see our nursery web page for costs.

A Lunch stay - must provide own packed lunch

Wraparound care

Breakfast Club (BBC) - 8.00am - 8.40am including breakfast

After School Club (ABC) - 3.20pm - 5.30pm including snack

More information regarding the wraparound care available and costs can be found on our website:

Breakfast Club - <https://www.bridlewoodprimaryschool.org.uk/breakfast-club/>

After School Club - <https://www.bridlewoodprimaryschool.org.uk/after-school-club/>