



**Wodensfield**  
Primary School

# NURSERY ADMISSION POLICY

AIM TO BE THE BEST YOU CAN



**Adopted by: Wodensfield Primary School**

**Approved: March 2025**

**Signed by Chair of Governors:** 

**Review date: April 2026**

## Contents

Intent.....	2
Admission to Wodensfield Nursery.....	2
Wodensfield Nursery provides:.....	2
Extended 30 hour places - funded .....	2
Offering Places .....	3
Oversubscription Criteria .....	3
Admission to Reception .....	4
Additional Information.....	4
Appendix One - Definitions .....	5
Children and young people in care .....	5
Medical/Social.....	5
Sibling.....	5
Member of staff .....	5
Home address .....	5

## Intent

Wodensfield Primary School operates a Nursery for children aged 3 and 4. Our Nursery aims to provide a high-quality nursery experience for children that is geared towards a smooth transition into the next phase of education.

The governing body is the Admission Authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at school.

## Admission to Wodensfield Nursery

All children are entitled to 15 hours of funded universal entitlement per week over a 38 week period i.e., term time, from the beginning of the term after their third birthday.

The school manages their own admission process and parents can apply directly to the school, by requesting an admission form from the main office. The child's birth certificate will be required as proof of the child's date of birth. Proof of home address will also be required.

Once parents have completed the admission form to register their interest in a school place, their child will be placed on the admission waiting list for the next available intake for their age. Children are organised on the admissions waiting list according to their date of birth, with age as the main criteria governing admission.

The length of time a child has been registered plays no part in selection and does not govern admission.

## Wodensfield Nursery provides:

The school can accommodate a maximum of 70 nursery places.

Nursery children are offered three hours of childcare daily:

Either:

Mornings – 8:30am to 11:30am

Afternoons – 12:30pm to 3:30pm

The school does offer 30 hours funded childcare, as an extension to the universal 15 hours funded childcare.

## Extended 30 hour places- funded

We offer 30 hour extended places for eligible 3 and 4 year olds, of working parents. The 30-hour provision is made up of 15 hours universal entitlement and 15 hours per week extended hours for 38 weeks of the year – i.e., term time. Availability of these places depends on the number of part-time pupils attending.

In order to access a place in our 30-hour provision families must meet certain criteria. For more information on eligibility, please follow this link [Eligibility | Childcare Choices](#)

Admissions for 30-hour places require parents to complete an online application on HM Government Childcare Choices website.

The school is required to undertake a verification check of eligibility codes and will require parents National Insurance (NI) numbers and dates of birth to complete these checks.

A 30-hour place will only be allocated once the code has been given to the school.

Thirty-hour codes must be renewed periodically; if the code is not renewed you will enter a grace period. Once the grace period has ended, you will no longer be entitled to access 30-hour provision for your child. It is the responsibility of the parents to renew and validate their code.

### Offering Places

Children will be admitted in the September of the academic year in which they become four years old. This is the main point of admission, where the most places are available following the transition of four-year-olds to Reception.

For a September place, parents must apply by 31<sup>st</sup> March. Applications received following this date, are classed as late and will be placed at the end of the waiting list.

Parents will be notified of their offer after the Easter holidays; the term before a child is due to start school.

When parents complete the admission form, they will be asked which session they prefer and, where possible, the school will accommodate these requests.

Places will be offered by contacting parents primarily by email using the contact details provided at time of admission. If no response is received by the deadline outlined in the offer letter, the place will be withdrawn and offered to another child on the waiting list.

Where spaces are available following the September intake, places will then be offered in January. i.e., Children born between 1<sup>st</sup> September and 31<sup>st</sup> December may start Nursery in the January after their third birthday, if there are spaces available.

For a January place, parents must apply by 31<sup>st</sup> August. Applications received following this date, are classed as late and will be placed at the end of the waiting list. Parents will be notified of their offer after the Summer holidays.

As maintained schools, priority for places is given to older children who will be turning 4 during the school year starting in September and ending in the following July.

If there are more children on the waiting list than places available, priority will be given by the Governors in line with the oversubscription criteria.

### Oversubscription Criteria<sup>1</sup>

In the event the school is oversubscribed, we will apply the following over subscription criteria in order of priority. Supplementary evidence may need to be provided.

#### **1. Children and Young People in Care and previous Children and Young People in Care**

Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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<sup>1</sup> [Determined Admission Arrangements | City Of Wolverhampton Council](#)

## **2. Medical/social**

Whether there are specific medical or social circumstances that can be met only by the child's attendance at the preferred school.

## **3. Siblings**

Whether siblings attend the school and will be attending the school in September 2025.

## **4. Children whose parent/carer is a member of staff employed at the school**

This applies where the parent/carer has been employed by the school for two or more years at the time at which the application of admission to the school is made, and/or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage. This criterion applies to all permanent staff members, and excludes staff employed on a casual/temporary contract.

## **5. Distance**

How close the child lives to the school requested with those living closest to the school getting the highest priority. The distance from the applicant's home address is taken in a straight line between the mid-point of the respective school's address and the child's home address. If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly selected by drawing lots.

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child. Children who have an education, health and care (EHCP) plan that names the school are admitted before the oversubscription criteria is applied.

Please see appendix one for definitions.

## **Admission to Reception**

Children who attend the Nursery do not have an automatic place in the Reception classes at Wodensfield Primary School and should apply directly to City of Wolverhampton Council admissions. It is the responsibility of the parents to apply for a school place.

## **Additional Information**

- As places in the nursery are limited, parents are advised that poor attendance without good cause may lead to withdrawal of the place.
- Please be aware if your child is attending for more sessions than their funded hours, fees will be payable in advance. If a child does not attend nursery for any reason, their session is still chargeable but may be swapped or replaced with alternative days at the discretion of the school. Additionally, we reserve the right to withdraw sessions, if nursery fees are not paid.
- Children should be brought to and collected from nursery by a responsible adult over the age of 18 years, as indicated on the admission and contact details form.
- Emergency contact details and medical information must be provided before children can start nursery and updated promptly where necessary via School Gateway.

## Appendix One- Definitions

### Children and young people in care

Children and young people in care are children who are (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

### Medical/Social

If parents believe there are specific reasons, medical or social, for claiming priority for their child to attend the school these special factors must be indicated on the form and evidence (e.g. a letter from a registered health professional such as a doctor or a social worker) to support this claim must be submitted with the admission form. The information submitted must state clearly the effects of the condition/illness and why the preferred school is the only school that can meet their child's needs. This is necessary because parents would be asking the Governing Body to assess their child as having a stronger case than many other children, even some who live closer to the school in question than they do. The information provided will be used to prioritise the request for the school. Please note, that only in exceptional cases are places prioritised in respect of a child's/parent's medical/social grounds.

### Sibling

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half-brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that they are residing permanently at the same address (e.g. under the terms of a Child Arrangement Order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2025). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

### Member of staff

For admission purposes, a member of staff is a parent/carer who is employed by the specific school they are submitting an application for and:

- Is employed on a permanent contract
- Has been employed for two or more years at the time at which the application of admission to the schools is made, and/or
- Has been recruited to fill a vacant post at the school for which there is a demonstrable skills shortage

### Home address

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- Owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Where parents have shared responsibility for the 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 school week. Parents will be requested to supply documentary evidence to support the address used for the application.