



# **NURSERY ADMISSIONS POLICY 2025 to 2026**

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# NURSERY ADMISSIONS POLICY 2025 to 2026

## 1. Introduction

Finham Nursery is attached to the Primary School and provides 52 places (26 morning and 26 afternoon) or 26 full-time (30 hour) places. If a child is here all day this reduces the number of children we can take in the year prior to their entry to school.

## 2. Admission Limit

Finham Nursery has an admission limit of 26 places, in both the morning and afternoon sessions.

## 3. Admission Criteria for 26 Places

Admission arrangements for the Nursery are determined and managed by the Local Governing Body.

The criteria for admissions are in order of priority:

**1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

**2. All Siblings who have who have a brother or sister attending the school providing that the brother or sister will continue to attend that school the following year.**

**3. Children of all staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:**

- All full time teaching staff
- All full time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

The definition does not include peripatetic staff.

#### **4. Children who live in the catchment area served by the nursery.**

#### **5. Children by reference to the distance to the preferred school.**

If it is not possible to meet all of the requests in any one of the categories described above, the governors will prioritise the requests by reference to distance.

#### **Brothers and Sisters**

The governors sees the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

#### **Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the local authority, overseen independently, will select by drawing lots.

#### **Home address**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the governors 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 school 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 withdrawal.**

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided

#### **Catchment area**

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available at <https://www.coventry.gov.uk/catchmentareas>

#### **4. Registering**

Parents should register an interest for a nursery place for their child by contacting the School Office and requesting a Nursery Application form. The applications will be processed by a clerical assistant and put forward to the Local Governing Body in March 2025 to consider the places allocated for the following September 2025.

Parents will be notified of the offer of a place by the end of March. If a place cannot be offered a waiting list will be put in place. Parents will be asked to confirm acceptance by returning a reply slip.

#### **5. Sessions**

It is the policy of the Governors to offer part-time places for five sessions a week, mornings or afternoons or full days, to children in the year prior to their entry to school; i.e. the September following their third birthday. Parents will be expected to ensure that children attend for the full five sessions each week unless prevented from doing so by illness or exceptional circumstances.

Parents can express a preference for an afternoon or morning place but must recognise that this cannot always be accommodated.

Times are:           Morning Sessions   8.45 am – 11.45 am  
                          Afternoon Sessions 12.30 pm – 3.30 pm

Finham Primary School Nursery offers 30 hours for those parents who meet the criteria – go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). In order for you to be offered 30 hours we will follow the Admissions Criteria for offering a Nursery place.

For parents wishing to use all or part of their 30 hours a choice will be given, where possible, of which sessions they use.

Where possible, parents will be able to split their funded 30 hours across more than one provider. If a parent chooses to split their funded hours, it must be agreed how the funding is split and any additions to the funded hours will be chargeable.

Any provision above 30 hours will be chargeable. A full day consists of a morning and an afternoon session. Lunchtime supervision is in addition to these sessions. If a parent chooses a full day, combining morning and afternoon sessions, they will be given the option of either taking their child home for the lunch time period or registering their child for lunchtime supervision, for which there will be a charge. Parents will be charged for lunchtime supervision only on the days that they have selected in advance.

## 6. Admission to Reception Class

Children who attend Nursery cannot be guaranteed a place in the Reception classes at Finham Primary School, as admissions arrangements for primary aged children are determined by Coventry City Council and are set out in the School Brochure and School Admission Policy.



Signed by:

A handwritten signature in blue ink, appearing to read "Rachel Crow".

Rachel Crow, Chair of Governors.

Date September 2023

A handwritten signature in black ink, appearing to read "S. Bracken".

Sarah Bracken, Headteacher. Date September 2023

**This policy will be reviewed annually**