



# **Snitterfield Primary School**

## **Nursery Admissions Policy**

Date policy last reviewed: April 2026

Signed by:

Rowena Silk Headteacher Date: April 2026

Charlotte Morgan Chair of governors Date: 12<sup>th</sup> May 2026

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## Statement of intent

Snitterfield Primary School aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

This nursery caters for the following age ranges:

- Children aged two
- Children aged between three and four.

## 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 'School Admissions Code'
- DfE 'School Admission Appeals Code'
- DfE 'Early education and childcare'
- DfE 'Early years entitlements: local authority funding of providers operational guide 2024 to 2025'

This policy operates in conjunction with the following: school policies:

- Nursery Fees Policy
- School Equality Statement
- School Data Protection Policy
- School SEND Policy

## 2. 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.

When making decisions about admissions the nursery will ensure that it aims to improve the outcomes of all children and reduce inequalities whilst upholding its duties under the Equality Act to put in place adjustments for children with SEND as required to prevent any disadvantage.

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

### 3. Application process

Admissions to nursery provision will not in any way increase children's chances of admission to the reception class of Snitterfield Primary School; primary schools have their own admissions policies for admission the reception class through to Year 6.

Parents choosing to send their child to the nursery will have to register their interest by completing a registration form. A refundable deposit of £30 is payable at this stage, which will be refunded once the child has taken up a place at the setting. Parents will then be offered a start date if a place is available, which they will need to accept or decline in writing. If no place is available, 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, which the parents will need to accept or decline in writing.

After accepting a place, parents will need to send in their child's birth certificate and proof address prior to the child starting at the nursery.

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 who would like a part-time place will be asked to state a preference for morning or afternoon, and/or for which days they wish to have the childcare; however, the nursery may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled.

More information on fees, charges and free childcare entitlements is outlined in the Nursery Fees Policy.

### 4. Application timetable

Parents may register their interest in a place at the nursery at any time during the year.

Parents claiming funding through the *Free Childcare for Working Parents* scheme should refer to the most recent Government advice to ensure they apply for their 30 hours of free childcare by the relevant deadline, so as to avoid a delay in their free childcare start date: [www.gov.uk/free-childcare-if-working/when-to-apply](http://www.gov.uk/free-childcare-if-working/when-to-apply).

Parents intending their child to start nursery part way through a term should liaise with the nursery manager or administrator for up to date information as to the Local Authority deadlines for claiming free childcare entitlements for their first term.

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

### 5. Deposits

The nursery charges a refundable deposit of £30.00. The purpose of the deposit is to secure places for childcare and provide assurance to the nursery that parents will take up the place.

Parents will be informed during the application process that if they fail to take up their place, the nursery is not obliged to refund the deposit. Deposits will be returned to parents within four weeks of taking up a reserved place. If a parent does not take up a reserved place, deposits will not be returned.

The nursery will use its discretion where providing a deposit may prevent take up of places, such as for disadvantaged families, and will review the requirements in light of this.

## 6. Additional costs

The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Snacks
- Consumables that are not necessary for the effective delivery of the EYFS statutory framework, but which enhance the children’s nursery experience, such as supplies for cooking, messy play, extra craft materials (beyond paper, paint, glue, crayons) and gardening, as well as supplies and gifts for festivals throughout the year and celebrations such as graduation.

Optional charges will be invoiced to you in the usual way but payment is voluntary . The nursery’s hope is that those who can afford to pay optional charges will do so, which will enable every child in the setting to receive the same experience, regardless of their parents’ ability to contribute. If you feel unable to pay the optional charges or can afford to make only a smaller contribution towards these costs, please speak to the nursery manager.

## 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 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:

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 living within the catchment area for Snitterfield Primary School
5. All other children

The governing board may also give priority in their oversubscription criteria to children eligible for the early years 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 six 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 at least four weeks' notice. Parents may be charged for this period, or it may come out of their nursery entitlement.

Notice of a delayed start or withdrawal must be in writing.

## 10. Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. The nursery will require a minimum of two weeks' notice, or parents may be subject to paying the full cost of the care, regardless of whether or not their child attends nursery that day.

Parents must give a minimum of four weeks' notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

## 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. Admission to Reception

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 date set by the local authority, 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.

### 13. Transition arrangements

Parents are invited to visit the primary school at which their child has secured a place prior to the transition, and further visits are arranged according to the child's needs.

During the summer term, Reception teachers from local primary schools to which the children will transfer come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs. Those transitioning to Snitterfield Primary School will have opportunities to attend transition mornings in the Reception classroom to meet staff and familiarise themselves with the environment.

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, including visits to new settings with staff.

### 14. 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.

### 15. Monitoring and review

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

The scheduled review date for this policy is [date](#).