Potters Green Primary

Nursery ADMISSIONS POLICY

Local Level Policy

Date effective	01.09.26
Review Cycle	As required
Review Date	March 2028
Date of Approval by Governors	18th March 2026
Committee approved by	Potters Green Local Governing Body
Author	Gillian Deery – Headteacher of Potters Green

Date	Notes

Introduction

Potters Green School is an Academy within the Castle Phoenix Trust. At Potters Green School we offer nursery places for 3 & 4 Years olds in our school-based nursery setting. We offer both 15 hour and 30-hour provision and staffing is in accordance with EYFS guidelines. The governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school nursery setting.

Aims

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the oversubscription criteria to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs or disabilities the child may have.

Admission Numbers

Potters Green School has the following places available in the nursery setting.

Total of 52 places, comprised of the following:

- 10 morning places (8:40am-11:40am)
- 10 afternoon places (12:20am-3:20pm)
- 16 all-day places (8:40am – 2:40pm) *

*These are subject to eligibility criteria defined by the government. Parents will apply online and will be given a unique code, more information can be found by visiting www.childcare-support.tax.service.gov.uk

In the event that all day places are not filled, the school reserves the right to offer additional morning and afternoon sessions in their place up to a total of 26 morning and 26 afternoon sessions.

Children in receipt of 30-hour provision can stay until the end of the afternoon session if parents wish however the additional time from 2:40 to 3:20 is chargeable without exception. The current cost of this is £5.00. All 30-hour children will need to either provide a packed lunch or pay for a school hot meal for their lunch.

The session start and finish times are non-negotiable.

Admission Criteria

15-hour funding

All children aged 3 and 4 are eligible for 15 hours funded of childcare per week during term time, their eligibility commences from start of the term after their 3rd birthday (see below):

- Children who are 3 before 31st August will be admitted in the Autumn term (September)
- Children who are 3 before 31st December will be admitted in the Spring term (January)
- Children who are 3 before 31st March will be admitted in the summer term (April)

Children with 15-hour funding are not permitted to stay during the lunch break. Please note that children attend either all mornings or all afternoons. If a parent is in receipt of 15-hour funding but wishes for their child to attend 30 hours the school will accommodate this if there are places available. Parents will

be charged at £5.30 per hour and the session will finish at 2:40pm. If they wish for their child to continue in nursery until 3:20pm then this is an additional £5.00.

30-hour funding

Children whose parents meet the government's eligibility criteria will be entitled to an additional 15 hours of funded childcare per week during term time (a total of 30 hours).

If you require your child to remain in school until the end of the nursery session, then the additional time is a chargeable amount of £5.00.

All 30-hour children must be provided with a packed lunch or pay for a hot meal over the lunch period.

The 30-hour provision is across the 5 days, with the free funding totalling 6 hrs per day.

Over Subscription Criteria

If the number of applications is less than the admission number, then all applicants will be offered a place.

When the number of applications exceeds the number of places available the following criteria apply, in order of priority: -

1. Children who would be in a Reception Class Intake in September.
2. Children in the care of the Local Authority (Children Looked after) 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 special guardianship order.
3. Children who have an elder sibling in the school while they are in nursery and live in the catchment area of the school.
4. Children who have an elder sibling in the school while they are in nursery and live outside of the catchment area of the school.
5. All other Government funded 3- & 4-year-old children who are wishing to access all five sessions a week.
6. All other Government funded 3- & 4-year-old children.
7. Other children living nearest to the school measured in a straight line (Measurements provided by the School Admissions Team).

Please note we do as much as we can to meet preferences but cannot guarantee to do so.

Brothers and Sisters

The school sees the benefit of children from the same family attending the same school and gives priority to brother and and/or sister connections in its policy of allocation of 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, if our nursery is oversubscribed no guarantee can be given that places will be available for brothers and sisters.

If you wish to contact someone to speak about the policy please do not hesitate to phone the school on 02476 613 670 or email pgp-info@castlephoenixtrust.org.uk

What should parents provide for nursery?

The nursery does not charge for consumable such as nappies and wipes etc. Parents must provide for their child in nursery a bag containing spare clothes (underwear, socks, tops, bottoms), nappies/wipes if needed, and comfortable indoor shoes. Seasonal clothing such as wellies, waterproofs, sun hats, and sun cream, along with a named water bottle are essential.