



Early Years Admissions Policy

2026-2028

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Version	Date	Author	Note of revisions
V2	16.8.22	M Wiggins	Added the following clause to our admission number statement (unless our reception intake allows for more children to be admitted).
V3	8/8/24	MWiggins	No changes made
V4	31/8/26	LFlood	Amendment to the nursery number allocation – increased to 26.

The Governing Body is responsible for admissions to the school's Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

The school has an 26 place nursery. Therefore, a maximum of 26 universal places will be offered (unless our reception intake allows for more children to be admitted).

The school does not offer places for the extended offer.

PART-TIME ADMISSION DATES

A child can be admitted to early year's provision the term after their 3rd birthday.

The part-time admission dates are:

Three-Year-Olds

Born Between	Month of Part-time Admission	Term of Part-time Admission
1 April - 31 August	September	Autumn
1 Sept - 31 Dec	January	Spring
1 Jan - 31 March	after Easter	Summer

April-born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

PART-TIME ADMISSIONS CRITERIA – UNIVERSAL

If the number of applications received for a universal nursery place does not exceed the number of places available, then all children will be admitted on a part-time basis.

Where we receive more applications than places available, then children are admitted in the following order:

1. Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
2. Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
3. Children who live in the school's catchment area or parish area, who have brothers or sisters attending the school at the time of admission;

4. Other children who live in the school's catchment area;
5. Children who live outside the school's catchment area but have brothers or sisters in attendance at the school;
6. Other children by age order (admitting eldest first) or date order based on date of application.

Explanatory Notes

- Where any criterion category is over-subscribed then children within that category will be admitted in an age order basis (eldest first). Where 2 children have the same date of birth then priority will be given to Wakefield District children. If both children live in the Wakefield District, then priority will be given to the child that lives nearest the school.
- Brothers and sisters are defined as children with brothers or sisters (including step-brothers or sisters) living at the same address, in attendance at the same school or a school on the same site, on the date of admission.
- For admissions purposes, only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.

Children in Public Care – this refers to children who are:

- Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
- Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
- Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above our agreed Nursery Number, we will contact the Early Years Team to agree a resolution.

If a child has a change to their circumstances (change of address) once an application for a part-time place has been submitted, it is the responsibility of the parent to inform the school of the change. However, if a parent applying for a part-time place already has a sibling in school and they have a material change, then the school should check all addresses when considering part-time places to ensure that they have the correct information for all children to ensure that all part-time places are allocated correctly.

Children from families living outside the Wakefield District boundary will be considered alongside those who live within the Wakefield District.

ALLOCATING PLACES

Parents/carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the school's nursery waiting list and the parent/carer will be requested to complete an application form, which includes collecting information regarding attendance patterns.

Parents who require less than 5 sessions / 15 hours per week will be considered alongside all other applications.

Places will be allocated in accordance with the above admissions criteria.

The school will allocate universal places on the following dates for the academic year:

Term child will take up Early Years Provision	Deadline for applications for admission
Autumn	5 th May
Spring	5 th October
Summer	5 th February

Any applications received after the specified dates will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer of a part-time place can be removed.

The school will record evidence to verify a child's date of birth and identity.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this, then it could affect a parent's/carer's application for a part-time place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the

preference expressed by the parent/carer at the address where the child lives for the majority of the time during the school week as the main place of residence.

If a child is refused a part-time early years place, then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.

DEFERRING A FULL-TIME SCHOOL PLACE

The statutory School Admissions Code of Practice allows parents to defer their child's offer of a full-time place until they reach statutory school age. For advice on this please refer to the full-time Admissions Policy or contact the School Admissions Team on 01924 305616/17/18/19.

If a parent wishes to defer their offer of a full-time place at their allocated school and they wish their child to continue attending nursery provision on a universal basis then the below must be followed:

1. Parents must formally put in writing to the local authority's School Admissions Team and the school that they wish to defer the offer of a full-time place.
2. The School Admissions Team will contact the school where a full-time place has been offered.
3. The School Admissions Team will write to the parent to confirm the deferral of a place explaining that they will have to make alternative arrangement with either their existing or an alternative nursery provider.
4. The Early Years Team can provide support and advice in securing a part-time nursery place.

If a parent contacts a school direct, then the school should inform the School Admissions Team as outlined above.

Not all parents are being offered a full-time Reception place at the school of their preferred choice. Where this occurs some parents are requesting to stay within their current nursery in the anticipation that a full-time place will become available at that school. This is highly unlikely to occur unless the child is towards the top of the waiting list and there are no guarantees that a place will then become available.

When such a request to stay in the nursery is made then it is up to each school and their Governing Body to make the final decision as any parental complaint / appeal would be made through the School's Governing Body.

Wakefield Council advises that if there are spare places available in the nursery class then the school should allow the child to continue in the nursery until such time that the place is required for another child. If the school nursery is full or the school is stating that they have decided that the child cannot continue in the nursery then the parents should be advised to contact the Early Years Team on 0800 5878042 or 01977 722345 they will provide advice and support in obtaining an alternative nursery or reception place.

The legal position remains that parents who wish to defer taking their full-time place are still entitled to an early year's place of either 15 or 30 hours, where they meet the eligibility criteria, with another early year's provider from September. The Council must ensure provision is available if the child cannot remain in their current placement.

A school would receive part-time funding if a full-time eligible child remained part-time (ie up to 15 hours) in a school's nursery class.

USEFUL CONTACTS

Early Years Team

Room 41

County Hall, Bond Street,
Wakefield WF1 2EB.

Tel: 0800 587 8042 or 01924 306845

Email: information@wakefield.gov.uk

Portage / Pre-5 SEN Service (Area SENCO's)

Block C, Normanton Town Hall
High Street, Normanton, WF6 2DZ
Tel: 01924 307403

School Admissions

County Hall, Bond Street,
Wakefield
WF1 2QL

Tel: 01924 305616 / 17 / 18 / 19

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