



Admissions Policy

Hadrian Park Primary School Nursery

September 2024 - September 2026

(Currently under review June/July 2026)

Applications for nursery places should be made directly to the school by 31st January preceding admission in September. Offers of place will be made the week after February half term holiday.

Hadrian Park offers nursery education to two year olds, three year olds and four year olds leading up to their statutory school starting age.

Children are eligible to join Nursery, the term after they have turned 2/3 years old. Please see details below, showing start date, based on the date the child was born:

1 st April - 31 st August	= September start date
1 st September - 31 st December	= January start date
1 st January - 31 st March	= April start date

Please see criteria below which must be adhered too, when offering places.

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements (formerly residence) or special guardianship order. ***See Note 1 below.***
2. Children who have previously attended in the 2 year old provision and turned 3 years old in the previous term and are now ready to move to Nursery.
3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the nursery school/class in September.
4. Pupils who live within the catchment area of Hadrian Park Primary School.
5. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the school's nursery class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement, the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

NOTE 1

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission. This also includes 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. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **child arrangements order** (formerly residence order) is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

At Hadrian Park Primary School, we currently offer 2 year old children 15hour Nursery places. We offer Morning or Afternoon sessions to fulfil 15hours funding across 3 hours, 5 days per week. Unfortunately we are not able to offer flexible places and if you accept a 15hours place, your child is expected to attend nursery 5x AM/PM sessions per week.

2 year old children may be entitled to two different funding streams offering 15hours of Nursery funding. 2 year old funding - economic/ disability claims will take priority of places offered first. Any remaining places will be offered to 2 year olds entitled to working family funding. We do not currently offer paid places, but this could change upon review for September 2026.

2 year olds working family entitlement will only be offered whilst parents are eligible. It is parent's responsibility to ensure they renew their working family code upon request each term. Parents will be notified by Childcare choices, when their code is due to expire and school will also remind parents via email leading up to their expiry date. If eligibility changes and parents lose their working family entitlement, school cannot continue to provide provision.

2 year olds starting a new place via working family entitlement **MUST** have an eligible code on the first day of the funding period:

- Summer term 1st April
- Autumn term 1st September
- Spring term 1st January

Our 2 year olds are housed in The Den room. Alongside any rising 3 year olds. Rising 3 year olds are pupils who have turned 3 years old after September, allowing them to start Nursery in January or April.

The Den's room size allows for maximum capacity of the below:

15 x 2 year old pupils per session AM/PM

30 x 3 year old pupils per session AM/PM

Please note, although this is our room capacity, the number of places we are able to offer may depend on staffing ratios and any budget restrictions at the time.

All 3 year old children are entitled to 15hours universal Nursery funding.

At Hadrian Park Primary School, we offer Morning or Afternoon sessions to fulfil 15hours funding across 3 hours, 5 days per week. Unfortunately we are not able to offer flexible places and if you accept a 15hours universal place, your child is expected to attend nursery 5x AM/PM sessions per week.

Our Nursery room size is 102m² and our room maximum capacity based on 1 child x every 2.3m² (3-5year olds) = 39 children per session. (1:13 ratios). Please note, although this is our room capacity, the number of places we are able to offer may depend on staffing ratios and any budget restrictions at the time.

Places above our maximum capacity may be agreed under exceptional circumstances and in agreement with the Head of Commissioning and Fair Access.

30 Hours of Nursery Provision

It is possible for working parents to be entitled to 15 *additional* funded hours, subject to eligibility criteria which apply at the time of the application. Parents will need to check their eligibility for additional provision.

Parents need to visit www.childcarechoices.co.uk for more information surrounding additional funding and to check if they are eligible.

From September 2023, Hadrian Park School Nursery began to offer 30hour provision. If you accept a 30hour place, your child is expected to attend 5 x full days and we are not in a position to offer flexible places. We can only offer a fixed number of placements which allow us to operate within the statutory set ratios for childcare and the number of placements on offer could change annually. The universal 15 hours and 30hours working family entitlement can only be offered during term time and will not be offered during proposed Teacher Training days.

30hours provision will only be offered whilst parents are eligible. It is parent's responsibility to ensure they renew their 30hour code upon request each term. Parents will be notified by Childcare choices, when their 30hour code is due to expire and school will also remind parents via email leading up to their expiry date. If eligibility changes and parents lose their additional hours entitlement, school cannot continue to provide 30hours provision and the child's session must be reduced to 15hours universal funding only.

Children starting a new 30 hours place **MUST** have an eligible code on the first day of the funding period:

- Summer term 1st April
- Autumn term 1st September

- Spring term 1st January

If a parent becomes eligible for 30hours mid academic year, school are not obliged to fulfil their entitlement, if we do not have sufficient places.

The timings of our school day, results in 30hour children exceeding their entitlement, as our lunchtime is not included in these hours. Some settings charge for children's supervision across this additional time, however we have chosen not to charge any additional fee, this academic year. Please note, this may be something we need to review in future academic years.

Waiting Lists

Where parents are refused a place, school will keep a waiting list of the names of applicants ongoing. Children are placed on the waiting list according to the oversubscription criteria. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school's nursery class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If a place becomes available it will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

There is no appeal procedure for parents refused a place in a nursery class. If parents feel that they have been unfairly treated, then they can go through the Schools Complaints procedure.

Review date

This policy will be reviewed in September 2026.