



Edenbridge Primary School

Nursery Admissions Policy

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Contents

| | | |
|-------|---|---|
| 1.1 | Statement of intent | 0 |
| 1.2 | Legal framework..... | 1 |
| 1.3 | Funding Arrangement for Three-and Four-Year-Olds | 1 |
| 1.4 | Application Process for Three-and Four-Year-Olds..... | 2 |
| 1.4.1 | Applications and Waiting List | 2 |
| 1.4.2 | Offering Places..... | 2 |
| 1.4.3 | Oversubscription Criteria for Three-and Four-Year-Olds..... | 3 |
| 1.4.4 | Distance from the school..... | 3 |
| 1.4.5 | Siblings of pupils and children of staff | 3 |
| 1.4.6 | Equal opportunities | 3 |
| 1.4.7 | Admissions procedures | 4 |
| 1.5 | Withdrawing offers | 4 |
| 1.6 | Refusal of admission | 4 |
| 1.7 | Admission to Reception | 4 |
| 1.8 | Transition Arrangements..... | 5 |
| 1.9 | Data Protection..... | 5 |

1.1 Statement of intent

At Edenbridge Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for the nursery will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

We operate one nursery class for children aged 3 and 4. Children can start from the start of the term after they turn 3. Our aim is to provide a high-quality nursery experience for children that is geared towards a smooth transition into the next phase of education.

1.2 Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

This policy operates in conjunction with the following school policies:

- Equalities Objectives Statement
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

1.3 Funding Arrangement for Three-and Four-Year-Olds

Children are eligible for free childcare from the relevant dates (outlined below) up until the beginning of the term following their fifth birthday.

With regards to the age criteria, pupils will be eligible as follows:

- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

For children who take up their place later in the year or have moved to the LA part-way through the year, the LA will adjust the number of free hours pro rata, to reflect the portion of the year remaining.

The LA will ensure that any three or four-year-olds moving to England from another country can access their free place on the same basis as other children.

Edenbridge Primary School offers 15 hours of universal funding and 15 hours extended funding (for those eligible) per week, over 37 weeks per year.

Nursery children are offered 3 (if only eligible for 15 hours extended funding) or 6 (if also eligible for 15 hours extended funding) hours of free childcare daily:

Morning session – 8:45-11:45am

Afternoon session – 12:15-3:15pm

Those eligible for 15 hours, funding will be offered either morning or afternoon sessions (5 sessions each week). Those eligible for 30 hours funding will be offered 5 full days.

Funding forms must be completed in full by parents before the start of each new term, and/or before admission.

If eligible for 30 hours, your child will need to be provided with a packed lunch. Lunchtime supervision is chargeable, the costs for which are notified in the admission paperwork (fees are updated annually) and will be added to each parent's School Gateway account.

1.4 Application Process for Three-and Four-Year-Olds

1.4.1 Applications and Waiting List

Parents may register their interest in a place at the nursery at any time following their child's birth, by contacting the school office. The child's birth certificate will be required as proof of their date of birth.

These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list will not be taken into consideration when places are offered.

1.4.2 Offering Places

The main points of entry to the nursery will be in September, January and April each year. Places for the September entry will be offered during the preceding Summer term to children who will be three by 31st August of that year. If there are more children on the waiting list than places available, priority will be given in line with the Oversubscription Criteria – see section 1.4.3.

Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 2 weeks of making the offer, the place may be offered to another child on the waiting list.

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age:

Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday – places will be offered in the second part of the Autumn term

Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday – places will be offered in the second part of the Spring term

If there are more children on the waiting list than places available, priority will be given in line with the Oversubscription Criteria.

1.4.3 Oversubscription Criteria for Three-and Four-Year-Olds

Places will be offered based on the following criteria. The criteria will be used in the stated order until the nursery is full.

All pupils who have named the school in their EHC plan will be admitted.

- Looked After Children (LAC)* and Post Looked-After Children (PLAC) will be given priority over non-LAC or PLAC children
- Children with siblings currently at the school
- Children of staff at the school
- Proximity to the school; those living closest to the school
- Eldest based on date of birth at the time allocations are made

1.4.4 Distance from the school

The point within the school grounds from which the school will measure any distance or radii is the door of the school reception. This point will be used to determine the distance from the child's primary address to the school using an online maps application.

1.4.5 Siblings of pupils and children of staff

For the purpose of this policy;

“sibling” is defined as any brother or sister related by blood or marriage and any fostered or adopted siblings who are currently enrolled at the school.

“children of staff” - means children for whom staff members have parental responsibility, provided the staff member has been employed by the trust for two or more years as at the date of the child's eligibility for admission, and/or where the member of staff has been recruited to fill a vacant post where there is a demonstrable skill shortage.

For the purpose of this policy, Trustees of the school are regarded as staff.

1.4.6 Equal opportunities

The School Board will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the School Board can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the trust board can justify how this is a proportionate means of achieving a legitimate aim.

1.4.7 Admissions procedures

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its current ability to cater to the applicant's needs and therefore identify reasonable adjustments that may be needed by:

- Inviting the applicant to attend nursery for a short session.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

1.5 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 on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within two weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

1.6 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

Parents do not have a statutory right to appeal against the school'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.

1.7 Admission to Reception

Children who attend the Nursery do not have an automatic place in the Reception classes at Edenbridge Primary School and should apply through Kent County Council admissions. The application period for reception admissions is normally during the Autumn term following the child's 3rd birthday. It is the responsibility of the parents to apply for a school place.

See the School Admission Policy for more details.

1.8 Transition Arrangements

Edenbridge Primary School aim to ensure a smooth transition between Nurseries, or between our Nursery and Reception class, whichever nursery or school the child attends.

Parents are invited to visit the school / nursery prior to the transition.

Nursery children and their parents will be invited to visit the nursery during the summer term before they start in September.

Children moving into Reception will be invited to attend transition visits with their class teacher during the summer term.

A photograph book displaying aspects of the school is used to prepare children for their transition.

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 relevant agencies, including visits to new settings with staff.

1.9 Data Protection

All personal data will be held in line with our Data Protection Policy. For more information, please see the school website: https://thepioneeracademy.co.uk/gdpr-manual/#flipbook-df_3047/1/