

Tittensor CE (VC) First School



Nursery Admissions Policy

Policy Updated: September 2026

Policy Review date: September 2027

Generally, children will be admitted to Tittensor First School Governor-run Nursery in September of the academic year in which they become four years old.

All three years olds receive **Universal funding for 3 and 4-Year-Olds**: 15 hours a week (570 hours a year) for all families, regardless of household income.

Some families may qualify for **Extended funding for 3 and 4-Year-Olds**: An additional 15 hours a week (total 30 hours, or 1,140 hours a year) for eligible working parents

This funding will be paid up until the time when the child leaves the nursery setting for reception class.

Funding dates:

1 September 31 December – Start Spring (after Christmas)

1 January 31 March – Start Summer (after Easter)

1 April 31 August – Start Autumn (after summer regardless of when Easter starts)

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. All places offered in reception at the normal round are for full-time admission in the September following the fourth birthday. Places must be applied for via the Staffordshire County Admissions website.

Patterns of attendance available

We are required to offer the Early Years Funding in a flexible way. You may request the days, mornings or afternoons are required.

Children can take a further 15 hours with another provider to top up to the 30-hour entitlement.

Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit, you should contact the school to make an appointment via the school office.

Most children will start at the nursery at the start of the term. Other children may join us at other times. This may be because they are new to the area or would like to transfer from another school or early year's provider.

How to apply for a nursery place

To apply for a place here you must **apply at the school office**.

Places are not allocated to a child automatically, even where:

- * there is an older sibling attending here;
- * a child attends a particular toddler group to the school;
- * a parent has expressed an interest at any time in the school; or
- * the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

All general admissions happen in September. However, where places are available, the school may consider introducing admissions at the start of the Spring Term (January) or at the start of the Summer term (April). Should this happen, parents must complete the Nursery Admissions form via the following closing dates:

The closing dates for applications for the nursery are:

- *1 April (For a Summer term start)
- *1 January (For a Spring term start)

You can apply after these dates, but your application may not be considered until after giving priority to on time applications. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child.

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child's age.

Oversubscription

Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications:

A child with an Education, Health and Care Plan naming the school will be admitted.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children who satisfy **both** of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred maintained nursery rather than any other nursery.

And

Test 2: the child would suffer hardship if they were unable to attend the preferred nursery setting.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who live in the school's designated area who have an elder brother or sister in attendance at Tittensor First School and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners.)
4. All other children who live in the designated area.
5. Children who live outside of the designated area with a sibling at the school.
6. Children who live outside the designated area.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

Admissions appeals

If a nursery place is refused, parents can go through the school's complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

Waiting lists

Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.

Parents with very young children (those that are not due to start within the next two terms), will be asked to complete a 'Note of Interest' form and told when they should apply.

Uniform

Children attending are expected to wear a uniform, the same as that worn by pupils attending Tittensor First School.

Additional Notes

There is no charge or cost related to the admission of a child to a school.

Attendance at Tittensor First Governor-run Nursery will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names Tittensor First School Nursery may be admitted to our Nursery setting. This may reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, Tittensor First will not seek to obtain this information on behalf of the applicant.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives' address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date they will be offered to the child at the top of the waiting list.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school. A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the Governor's complaints procedure.