

Greenvale Primary School



ADMISSIONS POLICY – NURSERY

Policy Date	September 2025
Signed by Head Teacher	Mrs A Allnutt
Review Date	September 2026

Approved by Governing Body		
	G Zeuli	
Chair of Governors	Print Name	Date

Monitoring

- The Headteacher will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- The policy will be reviewed annually to ensure its effective application.

Age of Admission

- We currently admit pupils at the beginning of the main term immediately after the child's 3rd birthday (subject to a place being available).
- Admission should allow for an appropriate settling in process and proper transition from any setting previously attended which will be short sessions at first, building up to all morning once we know they can happily settle.

Application Process

- Parents/Carers requiring a place for their child should complete the School's application form which can be obtained from the school office.
- We seek to be an inclusive school, welcoming children from all backgrounds and abilities. ***See our SEND policy and Equality Information and Objectives for more information which can be found on our website.***
- Applications for all eligible children (i.e. of the eligible age) will be considered at this time.
- If there are more applications than available places, the published oversubscription criteria should be used to determine who will be allocated places (see below). Pupils will be placed on a waiting list and advised when/if a place becomes available.
- Parents/Carers will be informed of the outcome of their application by a specified date agreed when the forms are completed and handed in and the proposed start date during the academic year will be specified.

Oversubscription Criteria

The oversubscription criteria for the Nursery class will be based upon the criteria used for determining admission to the Primary School. We hold a waiting list for each term.

Priority will be given first to children whose education, health and care plan (EHCP) names the nursery school, then to:

- Looked After Children/previously Looked After Children
- Social and/ or Medical need – there must be evidence supporting this from a GP to demonstrate a specific link between the child's medical condition or social need and how the named nursery school can meet these needs
- Sibling link – the sibling must be attending the school in the school year the application is made for
- Distance

Appeals Process

- There is no Statutory Right of appeal against a decision with regard to admission to a Nursery class. Parents/Carers wishing to object to a decision concerning their application should, in the first instance, put their concerns to the Headteacher.

Free Entitlement - 15 hours

- Parents/Carers must accept the full 15 hours per week. It is **not** permissible for a child to attend less hours and claim more hours at another setting.
- Sessions are for 3 hours every morning, currently 8.30am – 11.30am.

Please Note - Admission to the School Nursery DOES NOT guarantee admission to Greenvale Primary School. Parents have to follow the Primary Admission application via Medway Council.