



CE Academy

Nursery Admissions Policy

St Botolph's CE Academy is part of Enhance Academy Trust.

Reviewed September 2026 by the Local Academy Board

Nursery Admissions Policy

The Local Academy Board is responsible for admissions to the academy's Nursery Admissions and agrees to follow the Early Years Part-time Admissions Policy set by Wakefield Local Authority.

The school has a 24 place nursery. This means that a maximum of children that can be admitted is 24. The nursery is open each morning Monday to Friday.

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

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

ADMISSIONS CRITERIA

Where the number of applications for School received during the normal admissions round exceeds the admission number of the school the Governing Body will apply the following criteria in strict order of priority

1. Children undergoing special educational needs statutory assessment or with a statement of special educational needs or Education Health and Care plan (which names the school).
2. Looked After Children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989) at the time of admission.
3. A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.
4. Children who attend our FEET sessions (Families, enjoying everything together) prior to admission (See note 3 – Siblings)
5. A child of parents residing within Knottingley.(See note 2)
6. Other children.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

A map showing the admissions priority area for admissions is available at the school.

1. Parents

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

2, Home Address and Residing in

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. *Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.*

Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

3. The term "Sibling" is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. **The Governing Body** will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

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/carers will be requested to complete an application form, which includes collecting information regarding attendance patterns and parental demand for flexibility.

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

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

Term child will take up Early Years Provision	Places will be allocated
Autumn	By the end of June
Spring	By the end of November
Summer	By the end of February

Any applications received after the specified date 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. Examples are a birth certificate or passport. 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/carers refuses to provide this then it could affect a parent's/carers' application for a place. If a parent/carers provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

The home address for each child is the permanent address of the parents/carers and their child. This is taken to be the address of the parent/carers who receives child benefit for the child and is assumed to be the address where the child spends the majority of the time, even if he or she lives at a different address for some days of the week.

If a child is refused a nursery place then the parent/carers 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.