Nursery Admission Arrangements For the Academic Year 2027-28

It is the School's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for the Nursery than there are places. Admission to this setting is determined by the oversubscription criteria detailed below

This policy was approved as follows:			
Approver:	**LAC**	**Date:**	**Summer 2025**
Owner:	PFS	**Version:**	V 1.0
LAC adoption date:		**Review frequency:**	Annually
Status:	Active	**Next review date:**	Summer 2026

This policy applies to all School Academy staff, pupils and parents.

ADMISSION ARRANGEMENTS PICKNALLS FIRST SCHOOL NURSERY, PART OF INNOVATE 2 EDUCATE TRUST, FOR THE ACADEMIC YEAR 2027/28

Designated Nursery Provision

It is the School's policy to try and meet parents' wishes where possible, however in somecases there may be more applications for the Nursery than there are places. Admission to this setting is determined by the oversubscription criteria detailed below.

Academic year 2027/28 Admission Limits

Picknalls First School Nursery planned admission limit is 52 part time places. We can admit children aged 3 years at any time during the academic year.

Admissions Criteria

If the total number of preferences for admission to a nursery age setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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 Picknalls First School 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 thechild to attend the Picknalls First School Nursery rather than any other nursery

   and

   Test 2: the child would suffer hardship if they were unable to attend the Picknalls First School Nursery.

   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 timeof application.

3) Children who have an elder brother or sister in attendance at the 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 same address 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 same address, whose parents live as partners.)

4) Children living within the defined catchment (see Appendix 1). Cluster areas for nursery age settings will sometimes, but not always, correspond to the catchment area for the main school.

5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight-line measurement as calculated using the Local Authority's Geographical Information System.

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

30 hours childcare funding and Yummy Club

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

All 3 to 4-year-olds in England are entitled 570 free childcare hours per year. It is usually taken as 15 hours a week for 38 weeks of the year, but parents can choose to take fewer hours over more weeks, for example.

Some 3 to 4-year-olds are eligible for 30 hours free childcare a week. For full information visit the GOV.UK webpage:

www.gov.uk/apply-30-hours-free-tax-free-childcare

If you are eligible you will be issued with a code from HMRC. You will need to complete a 'parent declaration early education funding (EEF) form and add the code along with your NI number. This form will need to be signed at the start of each term i.e. Autumn, Spring & Summer. If you change your funded hours in-year, you will need to amend your parental declaration form at the school office, prior to your change in hours.

The 30 hours funding does not cover the cost of lunch and the provision of care at lunchtime. Picknalls Nursery offers the Yummy Club scheme for children attending more than 15 hours per week or the morning and afternoon session in one day.

We offer a daily one-hour session between 11.30am-12.30pm including a hot lunch for £7 (this price is correct at time of publishing and is subject to change).

Children will be cared for by Foundation Stage staff and lunchtime supervisors during this time.
Payment should be made at least 48 hours in advance using Arbor.

Should you wish to make use of this service, add sessions or change sessions please see a member of the Nursery/Office Staff.

Additional Notes

Applications for Picknalls Nursery are processed by the school/school.

i. It is important to note that attendance/enrolment in the Nursery will be distinct and separate and have no relevance to attendance in Reception or other sections of the Picknalls First School for which a separate application will have to be made in accordance with the school's admission arrangements. No appeal will be allowed against the refusal of a place in the Nursery.

ii. Oversubscription – If the Nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs or Education and Health Care Plans where the nursery is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the school as a whole, except that sibling priority will only apply where a sibling will be attending Picknalls First School at the same time as the child is enrolled in Nursery.

Children in Care means children who are in the care of or provided with accommodationby 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 for the application to be assessed against the published admissions criteria, the school will not seek to obtain this information on behalf of the applicant.

Picknalls First School will use the Local Authority's Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

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 reasonsother than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the school immediately. Where there is a proposed house move taking place during the admissions process the school will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move before the admission date. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by that time before it will be taken into account for allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

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.

It is expected that parents will agree on Nursery places before an application is made, and may be necessary to request evidence from you to confirm that this is the case. The school is not in a position to intervene in disputes between parents over Nursery applications and will request that these are resolved privately.

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. This process will be independently verified.

iii. Waiting list – The Nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Arrangements so that children will be ranked in line with the school oversubscription criteria.

Applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Inclusion on the waiting list does not mean that a place will eventually become available in the Nursery.

A child's position on a waiting list is not fixed and is subject to change during the year,

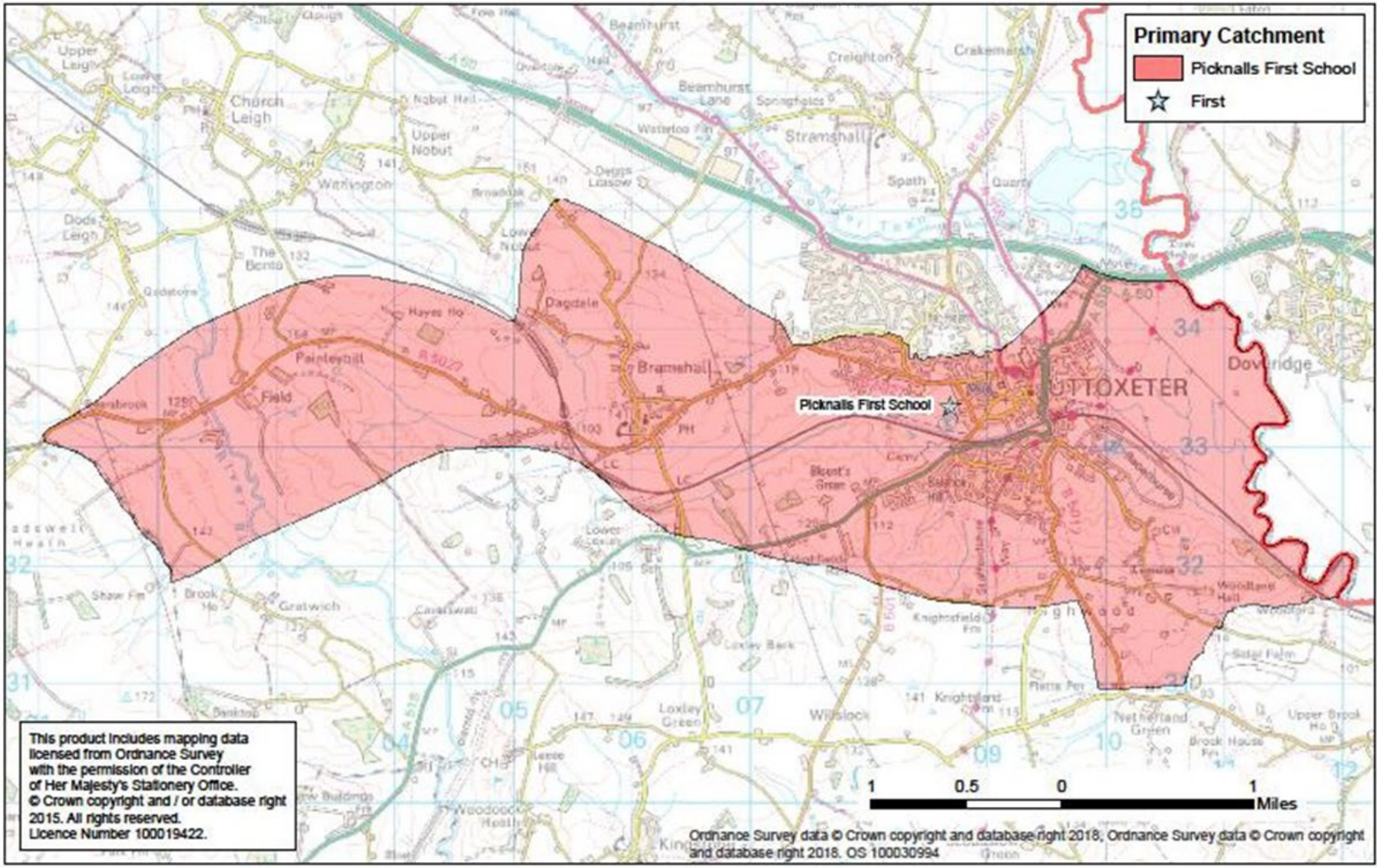
i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

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 Uttoxeter Learning Trust's complaints procedure.

Approved on behalf of the Local Governing Board:

Appendix 1

Staffordshire County Council

Picknalls First School Catchment Map

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