

# Nursery Admission Policy



<b>Owned and Written by</b> J. TRAVI	<b>Date</b> Spring 2026
<b>Approved by</b> Full Governing Body	<b>Date</b> <b>24/03/2026</b>
<b>Date for Review</b>	Summer 2027

The Governing Body has set its planned admission numbers as follows:

- 3 - 4 year olds:
  - 48 part-time morning sessions
  - 48 part-time afternoon sessions

Children can be registered on our Nursery waiting list from birth. Most children will be admitted in September, the term after their second or third birthday. If places are available, a further two intakes will take place in January and April, following the child's second or third birthday.

### **Admissions Criteria**

Following the Education Act 1996, children with an Education, Health and Care Plan (EHCP) are required to be admitted to the school named in the Plan. Thereafter, the priorities listed below apply:

1	Looked After Children (LAC) or Post-Looked After Children (see notes 1 and 2)
2	Children of staff who are employed at Bushmead Primary and Nursery School (see note 3)
3	Children in the Catchment Area of Bushmead Primary and Nursery School with a sibling or siblings attending Bushmead Primary and Nursery School at the proposed date of admission (see notes 4 and 5)
4	Children living in the Catchment Area of Bushmead Primary and Nursery School (see note 5)
5	Children living outside of the Catchment Area with a sibling or siblings at Bushmead Primary and Nursery School, who will still be attending Bushmead Primary and Nursery School at the proposed date of admission (see note 5)
6	By the shortest distance, measured in a straight line, between the School's main entrance and the pupil's home address. Those residing closest to the school will be offered a place (see note 6)

Notes: -

1. A 'Looked After Child' is a child who is: -
  - a. In the care of the Local Authority;
  - b. Being provided accommodation by the Local Authority in the exercise of the social services function (section 22 (1) of The Children Act

1989).

2. A post 'Looked After Child' is a child who was looked after but immediately after being looked after became the subject of: -
- a. An adoption;
  - b. Child arrangements order;
  - c. Special guardianship order.

3. Staff employed to work at Bushmead Primary and Nursery School on a permanent contract for at least 15 hours per week and meet one of the following criteria:
- a. Has been in post continuously for at least two years;
  - b. Has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

For clarification:

- Children of staff who have given notice of resignation will not be considered under this criterion.
- A member of staff is defined as a permanent member of teaching staff or non-teaching staff.
- The staff member must be the parent or legal guardian of the child and the child must be living permanently with the member of staff.

4. The term 'sibling' or 'siblings' includes natural, adopted, step-brothers and sisters or foster brothers and sisters as arranged by the Local Authority. Other family arrangements will not be considered under this criterion, including cousins. For clarification, the following order of priority will be applied when assessing the sibling or siblings' criteria:
- Children in the Catchment Area of Bushmead Primary and Nursery School with a sibling or siblings attending Bushmead Primary and Nursery School.

5. Children living in the [Catchment Area](#) as defined by the Local Authority;

6. The Nursery's main entrance is defined as the door used to access the main office. The pupil's address will be as identified in the Local Land and Property Gazetteer. The pupil's home address, where they spend most of the school week (Monday to Friday, including evenings) with their parents or legal guardian. This will be checked against official documentation.

## **SEND**

Bushmead Nursery welcomes requests from all eligible children. It is the parent/carer's responsibility to inform and to keep Bushmead Nursery updated on any special conditions or concerns by disclosure when:

- Applying to register on our Nursery waiting list, and
- Throughout the admission process

Careful consideration will be given to requests for a child who requires one-to-one or specialist support. We expect parents and carers to fully cooperate and provide necessary information, including any evidence that may be requested from professionals, to support the initial assessment.

Our Inclusion Manager will conduct an initial assessment by:

- Contacting parents/guardians to obtain a detailed understanding of their child's needs;
- Reviewing evidence provided to support the child's needs;
- Consulting with professionals.

If necessary, a supervised pre-visit with the parent and Inclusion Manager will be arranged through mutual agreement and will form part of the assessment.

### **Oversubscription Criteria**

If our Nursery is not oversubscribed, all eligible applicants registered on our waiting list will be offered a place.

In the case of two or more applications that cannot be separated, the shortest distance between the Nursery's main entrance and the pupil's home address will be used to decide between them (see note 6). Where the distance between the children's homes and the Nursery is the same (e.g. block of flats), random allocation will be used to decide between them. This process will be independently verified.

The Governing Body reserves the right to make the final decision on admission to Bushmead Nursery.

### **Application Deadlines**

The application process for a place each term is as follows:

Term	Apply by	Offer Date	Offer Acceptance by
Spring (January) 2027	31st October 2026	11th November 2026	21st November 2026
Summer (April) 2027	29th January 2027	11th February 2027	22nd February 2027
Autumn (September) 2027	19th March 2027	24th March 2027	12th April 2027

**Parents and carers are advised that a place at Bushmead Nursery does not guarantee a Reception place at our school.**

If your child is offered a place, an email will be sent to register an account to enable the completion of all necessary forms and the uploading of your child's birth certificate and proof of main residence.

Please note that the offer of a nursery place must be accepted or declined through Admissions and failure to accept your child's nursery place by the 'offer acceptance date' in the table above may result in the withdrawal of the nursery place.

In addition to our Terms and Conditions of Acceptance of a Place, please note the following: -

1. Your child must start at our Nursery within seven School days from the start of each term (Autumn, Spring and Summer terms).
2. After your child has started, six weeks' calendar notice must be given to cancel your child's place. During the cancellation notice period, your child will remain enrolled at our Nursery.
3. After your child has started, six weeks' notice must be given to request a change in your child's nursery sessions.

We aim to ensure that our Nursery is financially viable, therefore we will endeavour to fill every place at all times by offering unused hours to families on the waiting list until we are full. For us to achieve this, it may mean we are unable to accommodate any unusual patterns that are requested.