Coleridge Primary school

Nursery Admissions Policy

September 2026

Review date: **September 2027**

Introduction

At Coleridge Primary School, we are committed to providing a fair and open admissions system to our Nursery. As an inclusive school, we welcome all children and are proud of our supportive environment. Due to high demand for both paid and funded places, we operate strict admissions criteria. Details of the types of places and current fees are attached.

We have one admissions intake in September. Applications should be submitted by Friday 12th February 2027. If vacancies arise during the year, we will fill them in accordance with the admissions criteria. We offer daily places in the Nursery during term-time only (38 weeks a year).

Admissions criteria

If we receive more applications than spaces available in the Nursery, we apply the following criteria:

a. Children with Education, Health and Care Plans (EHCPs) which name the school, will be admitted in accordance with Section 324 of the Education Act (1996).

b. Looked-after children or children who, previously looked-after, became subject to an adoption, residence, or special guardianship order.
- Looked-after children means children who are in care of the Local Authority (LA) in accordance with Section 22 Children Act (1989).

c. Exceptional medical or social need, supported by a written statement from an independent professional (e.g., doctor, social worker). The statement must confirm why the child requires a specific school.

d. Siblings: children with a brother or sister on roll at the school in September 2026.These include foster brothers and sisters, half-brothers and half-sisters and stepbrothers and stepsisters who are living at the same address as the applicant.
- In the case of a child who is in shared custody we will use the address where the child is normally resident from Monday to Friday.

e. Children living closest to the school: distance is measured in a straight line from the entrance to the school nursery building.
- In the case of a child in shared custody we will use the address where the child is normally resident from Monday to Friday.

Should a vacancy become available during the year we will consider children who have had their third birthday and who, we feel, are of an appropriate stage of development. These children can start the term after their 3rd birthday.

Nursery provision

All three- and four-year-old children are entitled to 15 hours of free nursery education from the term after their third birthday: for admission in September 2027 this will be children with birth dates between 1st September 2023 and 31st August 2024.

The 15 hours free entitlement is usually taken every morning (9am to 12 noon). In some cases, we offer afternoon sessions (12 noon to 3pm).

Eligible families can claim the 30-hour free early education entitlement, which covers 9am–3pm daily. Eligibility requires that both parents (or the sole parent) are working and earning:

- a minimum of the equivalent of 16 hours per week at the national minimum wage;
- a maximum of £100,000 adjusted net income per year. If you or your partner have an expected adjusted net income over £100,000 in the current tax year, you will not be eligible.

For full details please see:

https://www.beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/working-families

For families not eligible for the Government funded 30-hour scheme, we offer afternoon sessions (12 noon to 3pm), which are charged at £30/session and include lunch, on top of the entitled 15 hour sessions.

We are also able to offer Extended Day places which take place on Mondays to Fridays, from 3pm to 6pm. These are charged at £25/session and include tea.

Appeals

Parents of children who were not offered places in the Nursery and who believe that this admissions policy has not been applied correctly are entitled to appeal the decision. Submissions should be made, in writing, to the Headteacher at Coleridge Primary School setting out the reasons why the child should have been admitted, before Friday 16th April 2027. The Headteacher will consider the case and will normally respond in writing within 10 working days.

Parents still dissatisfied may email the Chair of Governors (chair@coleridgeprimary.net), within 10 working days of the response from the Headteacher, to ask for a referral to the Governing Body Appeals Panel. The Appeals Panel consists of 3 governors who will have had no previous involvement in the admissions process. They will consider the appeal and respond in writing within 10 working days of making their decision. The decision of the Governors' Appeal Panel is final.

Key dates for 2025

Friday 12th February 2027	Deadline for applications to be submitted
Friday 5th March 2027	Offer letters sent out
Friday 12th March 2027	Deadline for parents to accept offer

Monitoring and review

This policy will be monitored by the CCRC committee and will be reviewed annually.

Note. To apply for a Nursery place, please complete the Application Form on the school website. These can be found on the Schools' website in the Admissions section.