



Amington Heath Primary School and Nursery

Nursery Admissions Policy

Governor-run own policy

Approved on: 18/03/2026

Last reviewed: 18/03/2026

Review by: 18/03/2027

Admissions Policy

At Amington Heath Primary School, we welcome any interest shown by the parents of prospective new pupils and will, where possible, co-operate fully to accommodate the wish of families in placing their child(ren) at the school. We understand that for some parents choosing nursery and school places can be a difficult decision, so aim through the procedures outlined in this policy to do all we can to make the process simple. The school is responsible for admissions of pupils to its governor-run nursery; however, pupils need to go through the usual admissions process for a reception place regardless of a nursery place. This is in line with Staffordshire policy and practice.

Initial interest

Parents who are considering sending their children to the governor-run nursery are asked to contact the school office to arrange a visit and collect a copy of the school prospectus. A school interest form is completed and kept on file for any prospective pupil. In order to apply for a place, parents must fill in an application pack and return to the school office. At this point, parents will be provided with a decision by date. We work in half termly cycles to allocate places in order of enquiry.

Admissions

Children can be admitted to nursery throughout the school year. Places are confirmed in order of enquiry. All applications received before the last Monday of a half term will have their place confirmed by the first Friday of the following half term. For example, any applications received before the last week of autumn 1 will have their place confirmed in the first week of autumn 2. A 'decision by' date will be given at the point of submitted application. The Children can start nursery from the age of 2. Parents can pay for sessions or use Think2 or three-year old funding where eligible.

Where the nursery is oversubscribed, admission will be determined following the same criteria as the rest of the school. This is summarised below:

- Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order) as defined by the Children Act 1989.
- Children previously in care outside of England or Wales who ceased to be in care because they were adopted (or became subject to a child arrangement order or special guardianship order).
- Children who satisfy both of the following tests:
 - the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances and;
 - the child would suffer hardship if they were unable to attend the preferred school.
- Children who have an elder sibling in attendance at the preferred school Children living within the catchment area of the preferred school
- Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement.

As with all nurseries, our admission number is not based on PAN and instead square footage of the setting and appropriate staffing ratios.

Inclusion

Amington Heath is an inclusive setting and we endeavour to meet the needs of all children in our care. We ask parents to be open with us regarding their children's needs and disabilities at the time of application. We will support parents and children by signposting to appropriate agencies and support.

Where necessary, will carry out a risk assessment to ensure that we can safely meet all children's needs. In the very unlikely event that we feel we cannot meet a child's needs due to health and safety, we may refuse admission.

Allocation of Sessions

In order to ensure the safety and wellbeing of all children, we comply strictly to the early year's pupil staffing ratios. This means that we may decline children sessions if these ratios will be exceeded.

In nursery 1, the maximum number of children per session is 20 in the autumn term increasing to 32 am and 24 pm in the spring and summer term. This may be capped lower for certain sessions to comply with staffing ratios for 2 and 3 year olds.

In nursery 2, the maximum number of children per session is currently 32 for am sessions and 24 for pm sessions.

We will work with parents where possible to provide the sessions required.

Requests to change or increase hours/sessions

In order to ensure fairness with new applications, all enquiries for changes to hours or sessions need to be submitted with a half terms notice. For example, if a parent would like to increase their child's hours from January, they must have informed school by October half term. Parents will be provided a 'decision by' date at the point of enquiry. These enquiries will be considered half termly and are subject to the same decision dates outlined in admissions. This is because both changes to sessions and hours/ and new starters are based on the order of enquiry.

Parents will be requested to provided session preferences for the following September in the January. This is to allow for additional external applications to be responded to.

Record of amendments		
Date	Page	Comment
October 22	1	Amended to state nursery not school. Removed use of LA geographical system to calculate distance from school.
May 23	1	Addition of 'inclusion' paragraph
Oct 23	2	Addition of decision by date and half termly meetings for clarification.
	3	Addition of section 'requests to change or increase hours'
Feb 25	2 and 3	Session sizes to reflect expansion of provision Clarification on sessions for the following academic year.
March 26	1	Amended to clarify governor-run
March 26	2	Addition of 'school admissions' process for reception
March 26	3	Clarification on admission numbers PAN and