



# St Philip Westbrook C of E Primary School

"Together we aim high and with God's love we can fly"

## Nursery Admissions Policy

Date policy last reviewed:

20<sup>th</sup> April 2026

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## **Statement of intent**

**St Philip Church of England Primary School** aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

This nursery caters for the following age ranges:

- **Children aged between three and four.**

# 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE 'School Admissions Code'
- DfE 'School Admission Appeals Code'
- DfE 'Early education and childcare'
- DfE 'Early years entitlements: local authority funding of providers operational guide 2024 to 2025'

This policy operates in conjunction with the following school policies:

- Nursery Fees Policy
- Data Protection Policy
- School Attendance and Absence Policy
- SEND Policy

# 2. Equal opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

When making decisions about admissions, the nursery will ensure that it aims to improve the outcomes of all children and reduce inequalities whilst upholding its duties under the Equality Act to put in place adjustments for children with SEND as required to prevent any disadvantage.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

# 3. Application process

Admissions to nursery provision will not in any way increase children's chances of admission to primary school; primary schools have their own admissions policies.

Parents choosing to send their child to the nursery will have to register their interest by contacting the school. Once they have completed the registration process, they will be added to the waiting list. The nursery will be in regular contact with those on the waiting list to keep them updated and to formally offer them a place if and when one is available.

Once a place is available, parents will receive a formal written offer which they will need to accept or decline in writing. After accepting the place, they will need to send in their child's birth certificate and proof address.

Parents who secure a place will be offered a date to begin the transition programme to ensure they and their child have time to settle.

Parents who would like a part-time place will be asked to state a preference for morning or afternoon, and/or for which days they wish to have the childcare; however, the nursery may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled.

More information on fees, charges and free childcare entitlements is outlined in the Nursery Fees Policy.

## 4. Application timetable

A child is deemed to be of nursery-age at St. Philip's from the age of three. Children can start nursery the day after they turn three. Parents may register their interest in a place at the nursery at any time.

Formal applications for nursery places must be made as follows:

- For those children eligible to start in the Autumn Term, the form should be returned before the end of the spring term. **(For entry at September 2026, this has been extended to Friday May 22<sup>nd</sup>)**
- For those children eligible to start in the spring term, the form should be returned before the last Friday before autumn half term.
- For those children eligible to start in the summer term, if places are available, the form should be returned before the last Friday before Spring Half Term in February.

Application forms can be obtained from **the main office** and are included at the end of this policy.

Where places are remaining, later admissions are possible, up to the agreed admissions limit.

Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

## 5. Additional costs

The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- **Meals and snacks**
- **Nappies**
- **Sun cream**
- **School trips**
- **Specialist tuition**

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary. Where parents are not willing to provide costs for the above, they will be permitted to provide

their own supplies to the nursery. The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

## 6. Oversubscription

In the event of there being more applicants than places available the Governing Body will allocate places according to the following criteria in priority order:

**Priority 1** Children in care

**Priority 2** Children in Exceptional Circumstances. (See note i)

**Priority 3** Four-year-old pupils (Note ii) with brothers and sisters already on roll at St. Philip CE Primary School

**Priority 4** Four year old pupils (Note ii) without brothers and sisters in the nursery/school

**Priority 5** Three year old pupils (Note iii) with brothers and sisters already on roll at St. Philip CE Primary School

**Priority 6** Three year old pupils (Note iii)

Note i: The Governing Body may define a child as having “Exceptional Circumstances” for the purpose of the allocation of a place if a referral is made in writing by appropriate support services or care agencies e.g, Education Psychologist, Social Worker, GP or local child development centre etc. However, a place will only be offered for such a child if the Governing Body is satisfied that the child does have “Exceptional Circumstances”

Note ii: “Four year old pupils” is defined as children who will have reached the age of 4 by 31st August at the end of the school year for which they are applying for a nursery place.(i.e. they are in the year previous to admission to reception class.)

Note iii: “Three year old pupils” is defined as children who will reach the age of 3 by the end of the summer term in the school year for which they apply for a nursery place. (i.e. they are 2 years previous to admission to reception class.)

Where a child has a statement of special educational needs which is known about at the time of allocation, he/she will have priority over other applicants and available places will be reduced accordingly.

Siblings means all children – brothers, sisters, step brothers and sisters, foster children etc, living with the same family at the same address.

In the event of there being too many pupils in any of the above categories or in all of the categories for the number of places available, priority will be given on the basis of firstly, those children requiring 30 hour places and secondly the shortest distance “as the crow flies”.

A place in the nursery does not guarantee a place in the reception class at this school.

## 7. Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications

- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within **three weeks**
- A child is in receipt of more than their entitlement of nursery education

## 8. Delayed starts and withdrawn places

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least **four weeks'** notice. Parents may be charged for this period, or it may come out of their nursery entitlement.

Notice of a delayed start or withdrawal must be in writing.

## 9. Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend.

Parents must give a minimum of **four weeks'** notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

Attendance and absence will be monitored in accordance with the School's Attendance and Absence Policy

## 10. Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## 11. Transition arrangements

The school holds Open Days for all parents who are interested in admission to Reception class at St. Philip Church of England Primary School. Further visits can be arranged according to the child's needs.

During the **summer** term, Reception teachers from the primary schools to which the children will transfer may come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

## 12. Data protection

The nursery will act in compliance with the Data Protection Policy when processing personal data.

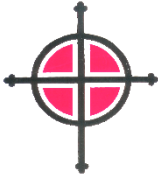
When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

## 13. Monitoring and review

This policy is reviewed **annually** by the governing board and headteacher.

The scheduled review date for this policy is Spring term 2027.

To discuss any aspect of this policy further please contact the school office at:  
[stphilips.admissions@ldst.org](mailto:stphilips.admissions@ldst.org) or call 01925 445391



St. PHILIP CHURCH OF ENGLAND PRIMARY SCHOOL  
*'Together we aim high and with God's love we can fly'*

APPLICATION FOR ADMISSION TO NURSERY

Child's Details			
First Name		Middle name(s)	Surname
Date of Birth		Gender	
Child's Home Address			
Postcode			
Parent/ Carer Details			
Mrs/ Mr/ Miss/ Ms	First Name		Surname
Address (if different from above)			
Postcode			
Telephone Number			
Relationship to Child e.g. Mother/ Foster carer			

Day	AM Session 8.45am - 11.45am	PM Session 11.45am - 2.45pm	Full Day Session 8.45 - 2.45pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please Give details of any older brother/ sister already attending this nursery class/ school Name: Date of Birth:
Please return this directly to the school office: Admissions lead, St Philip CE Primary School, Westbrook Centre, Westbrook, Warrington, WA5 8UE. Or email to <a href="mailto:stphilips.admissions@ldst.org.uk">stphilips.admissions@ldst.org.uk</a>
I confirm all the details I have given are accurate and will inform the school immediately if any information changes. I have parental responsibility for this child. I am aware a place may be withdrawn if false information is provided.
Signed: ..... Dated: .....
Council Tax or recent utility bill enclosed <input type="checkbox"/>
Full birth certificate enclosed <input type="checkbox"/>