Kirtlington
C.E. School

Nursery Admissions Policy

2025-2026

Reviewed and approved by: FGB

Policy Reviewed: December 2024

Future Review: December 2025

Kirtlington CE Primary School

We are a small village school, passionate about inspiring children to become highly successful, independent learners. Through our curriculum, we seek to create opportunities to engage, motivate and equip our pupils with the skills, knowledge and understanding that will enable them to become lifelong learners in the 21st Century. We are an inclusive school with Christian values at the heart of everything we do and keen to develop in every child a rich appreciation and understanding of the modern world. We provide an inclusive, supportive and caring environment in which children can learn and flourish. We are proud of our children, our learning environment and the positive, supportive relationships we have with our parents and the wider community.

We welcome applications from all members of the community.

The Governors have made every effort to ensure that these arrangements comply with the most recent Oxfordshire County Council Nursery Admissions Policy.

Our published admissions number is 26 Part Time Equivalent places.

Early Years Funding for three and four year olds

The minimum entitlement to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday. Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours per week or 1,140 hours a year. Information on this entitlement is available at https://www.gov.uk/get-tax-free-childcare. Parents cannot insist on accessing their child's working parent entitlement at any particular provision.

We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours, and those that are both funded and buying hours. The maximum length of session in one day is 6.5 hours.

Admissions to the Nursery Class

Kirtlington CE Primary School admits:

- Early Years Education funded three- and four-year-olds from the start of the term following their third birthday
- Non-funded three- and four-year-olds from the start of the term following their third birthday.

Admissions take place three times a year for as long as places are available:

Child born between	Can have a funded place from	Deadline for application
1 April 2022 to 31 August 2022	September 2025 (Autumn)	31st March 2025
1 September 2022 to 31 December 2022	January 2026 (Spring)	31st July 2025
1 January 2023 to 31 March 2023	April 2026 (Summer)	31st December 2025

Applications received after the deadline will be added to a second allocation if space allows.

Term Time Nursery Session Options

Morning sessions (3 hours) – Monday to Friday – 08:40 - 11:40am

Morning session with lunch (4 hours) – Monday to Friday – 8:40 – 12:40am

Afternoon sessions (2.5 hours) – Monday to Friday - 12:40 - 15:10pm

All day sessions (6.5 hours) – Monday to Friday - 08:40 – 15:10pm

Charging

If you wish to purchase sessions because you are not entitled to funding or because you are using your universal entitlement at another provider, sessions can be purchased at £6 per hour.

Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit the school, you should contact the school office to make an appointment.

Applying for a place

Most children will start at the nursery at the start of the term. Other children join us 'in year' at other times. This may be because they are new to the area or would like to transfer from another early years provider.

To apply for a place you must use the Kirtlington CE Primary School Nursery Application Form.

Places are not allocated automatically to a child, even where:

- There is an older sibling here;
- A parent has expressed an interest at any time in the school; or
- The child has always lived close to the school

No place will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

How to apply for a Nursery place

Parents must complete the Kirtlington CE Primary School Nursery Application Form and return it to the school.

The closing dates for applications for the nursery intake are 31st March, 31st July and 31st December. You can apply after these dates, but your application may not be considered until after all of the applications that were on time.

Information provided in an application

We would like all applications to be fully completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

Published Admissions Number

This is the number of places we intend to make available for our normal nursery intakes. This number is stated in part time equivalent (p.t.e) places. One p.t.e. place is 15 hours per week, term time only. Our PAN is 26 p.t.e. places which will include up to five 30-hour places for those eligible for the working parent entitlement. A 30-hour place is deemed to represent 2 p.t.e. places.

Oversubscription criteria

Where the number of applications exceeds the number of places available in the nursery, the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. Children with an Education, Health and Care Plan (EHCP) naming Kirtlington Primary School
2. Children who are "Looked After" by a Local Authority (LAC); "Previously Looked After" (PLAC), or "Internationally Adopted Previously Looked After Children" (IAPLAC).
3. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010
4. Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order
    a. Those children who, at the time of entry, have a brother or sister attending the primary school to which the nursery is attached
    b. Those children who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System
5. Children living outside the designated area who have a brother or sister attending either the foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school be the nearest designated public route as defined on the Directorate's Geographic Information System.
6. Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System.

Waiting list

If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list. This list will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.

Increasing hours attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available, then the places can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

Uniform

Nursery children are not required to wear school uniform but may do so if they wish. We do request that you purchase a school sweatshirt or cardigan for school photos and trips. These are available second hand through Kirtlington School Friends (KSF).

Changes to attendance

Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term.

If a child is sick the parent must inform the school. If a child does not attend the nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

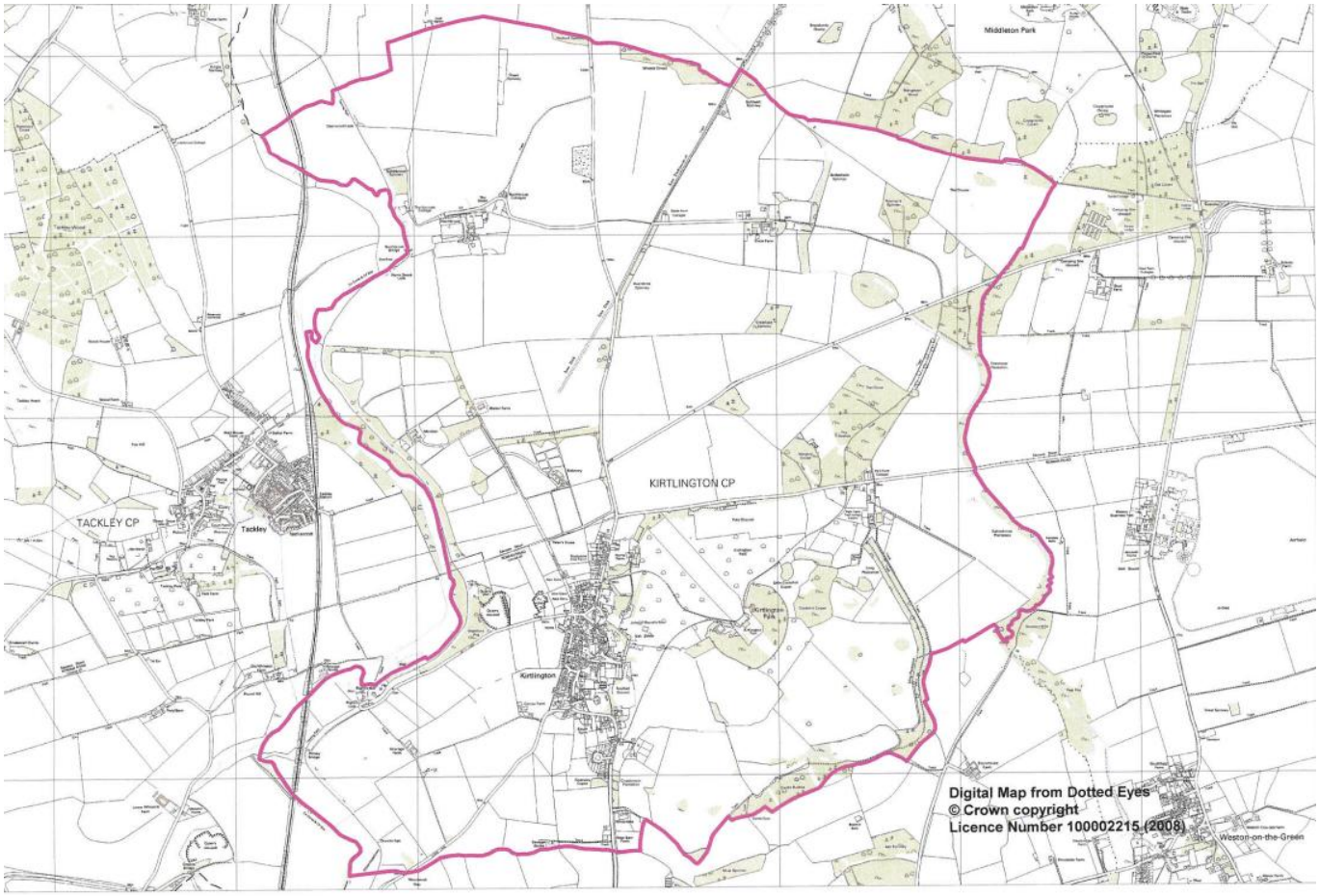
Further information

Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery until the term after he/she becomes five *.

*NB In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the Primary School admissions policy for more detail on deferring entry.

Any complaint made about the operation of this admissions policy or the refusal of a place should be made through the school's complaints policy.

There is no statutory right of appeal.

Appendix A

Catchment map