



Reviewed in:	September 2025
Next Review date:	September 2026
Staff Responsibility:	Nursery Lead and Headteacher

Nursery Admissions Policy

Introduction

In our Early Years Foundation Stage we cater for children from 3 to 5 years old. In Nursery children start as three-year olds in September and make up a cohort of one academic year. Nursery children are entitled to 15 funded hours which can be taken as follows, assuming there are sufficient places available:

- 15 funded hours as 5 mornings (8:50am – 11:50am)
- Additional 15 hours, where the 30-hour childcare offer can be used or additional hours can be paid for

Additional afternoon sessions can be added and are charged per additional hour. The hourly rate will always be in line with the local authority hourly rate. Families who are eligible for 30 hours funding can use all or part of their funding for additional hours.

We also offer a 'Lunch Club' from 11:50am-1pm, where the 30-hour childcare offer can be used or additional hours can be paid for.

If a child attends another setting over the Summer holidays and uses some of their allocation of Universal 15 hours during this time, charges will be incurred at Russell Street School Nursery later in the year.

Places are booked for the year and paid for regardless of attendance. Sessions cannot be swapped or booked on an ad hoc basis. This is to ensure stability of staffing and to support curriculum planning.

The Russell Street School Nursery class is a 39-place nursery with a morning or all-day session each day. The morning session runs between 8:50am and 11:50am. A full day runs between 8:50am and 2:50pm. The Nursery is led by a qualified teacher. We appreciate that sometimes unavoidable circumstances may result in a child being late to Nursery. Due to the strict ratios that need to be adhered to in Nursery, if a child is not going to be dropped off until after 9am we would appreciate it if they could be dropped off at 11.50 when the morning session ends. If a child needs to attend a medical appointment in the morning they need to be dropped off at 11.50. This again is to ensure Nursery is in ratio at all times. If a child needs to attend a medical appointment in the afternoon they need to be picked up at 11.50 or 1pm.

Applications

To apply for a nursery place, parents/carers must fill in an application form and submit this to the school office. The deadline for applications is January 31st.

Procedures

Policy decisions relating to Nursery admissions are agreed by the Full Governing Board. Decisions on oversubscription admissions are made by a governor admissions panel according to our oversubscription criteria. The oversubscription criteria for Nursery are the same as our Reception oversubscription criteria and can be found here: [School Admissions | Milton Keynes City Council \(milton-keynes.gov.uk\)](https://www.milton-keynes.gov.uk/school-admissions). Detailed day to day management of the Nursery is the responsibility of the Nursery Lead in consultation with the Headteacher.

Catchment Area

The Nursery's catchment area is the same as the school's and is as follows:

The western side of Stony Stratford bounded by and including Calverton Road (odd numbers to 33 and all even numbers), Park Road, London Road (as far as the allotments), Malletts Close and the village of Calverton.

Waiting Lists

Application forms for the Nursery are available from the School Office and on the School Website.

Children can be placed on the waiting list at any time by completion of an application form, and places will be considered termly. The waiting list is held in criteria and date of birth order. Length of time on the waiting list is not a factor in admissions decisions.

Admissions Priorities

Children on the waiting list, within the appropriate age group, are considered for admission and allocated places according to the following criteria:

In the event that there are more applications than places available, applications will be ranked as follows:

1. Children who are looked after (LAC) and all previously looked after children (PLAC) including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).
2. Children eligible for the service premium¹
3. Siblings of children who are attending the school at the time allocations are made and are expected to be on roll at the school at the time of the proposed admission and the place of residence is within the catchment area of the school
4. The child's place of residence is within the catchment area of the school and there is no sibling
5. Siblings of children who are attending the school at the time allocations are made and are expected to be on roll at the school at the time of the proposed admission and the place of residence is outside of the catchment area of the school
6. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and /or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
7. "Distance" from the school to the place of residence

Allocation and Admission Procedures for the Nursery

The normal point of admission to the Nursery class is September each year. Admissions to Nursery are considered annually in March for admissions to the Nursery for September.

All applicants will be notified of the result by letter by the end of April.

If offered places are declined, new offers will be made according to the criteria outlined above, to ensure the Nursery operates as close to capacity as possible.

When a Nursery place is accepted, a start date will be agreed. If the place is not taken up within five school days of the start date, then the place will be considered vacant and offered to the next child on the waiting list.

Admission to Nursery mid-term.

Parents/carers may apply for a Nursery place during the school year and mid-term (for instance if the family have just moved into the area). If there is a place, then the child may be admitted.

Morning/Full day sessions

Parents/carers apply using the school's application form. After the deadline of January 31st the Nursery Lead will phone each parent/carer offering their child a place for September. At this time the parent/carer will be asked what their preference is regarding their child's hours. Accommodating the preferences is a balance between parents/carers wishes, the availability of places and ensuring the most effective groupings to support high quality provision for the children (e.g. SEND needs).

Under particular circumstances, if there is availability, and if parents/carers request it, children may be offered a swap of session to accommodate a significant change of circumstance e.g. a change in a parent/carer's working hours. Any changes will be accommodated on a half-termly basis. Requests should be made to the Headteacher via the office@russell-street-school.co.uk email address or by letter at least two weeks before the end of the half term.

Induction to the Nursery

All successful applicants will receive their offer of a place and details of the induction programme. They will also be notified of a 'stay and play' session when parents/carers are invited to meet with the Nursery Lead and staff. This provides an opportunity for parents/carers to find out about the philosophy and ethos of the school and to have a tour of the EYFS building. Nursery children will not start until the parent/carer has had an informal chat with a member of the Nursery team and the child has had an induction session.

Families are offered a visit to school to fill in required paperwork and to meet the Nursery staff. The child then attends their chosen hours from the Nursery official start date. Some children may require a longer induction period which will be planned with the parents/carers.

Nursery education is not statutory, so parents/carers do not have the right of appeal against a decision by the school not to offer a place.

SEND

As a school we work closely with parents/carers to ensure that their child has a positive start at Russell Street School Nursery. The Nursery Lead and head-teacher have the right to make reasonable adjustments so that this happens. For example, afternoon sessions using the 15 hours funding may be considered if the morning sessions are busier and it is felt that an afternoon session would be a better session for a child to attend.

Pupil Premium

If a child is flagged as Pupil Premium, the Nursery Lead may feel it would be beneficial to increase the child's hours in the Summer term. The Nursery Lead will consult with the Pupil Premium Lead and this will be dependent on adult to child ratios at the time. The Nursery Lead will offer increasing a child's hours at no extra cost. If the parent/carer accepts this offer the new hours will start in Summer 1. The Nursery team will plan a phased increasing of hours to ensure that the child has a reasonable amount of time to adjust to this.

No Previous Setting

If a child has not attended a previous setting and a parent/carer wishes for their child to attend for 30 hours the Nursery team will insist on a gradual induction process to ensure that a child is ready for the 30 hours. In the first instance 15 hours will be offered with the view to gradually increase the hours as and when it is felt that a child is ready for this to happen.

Admission to school

Admission to school is subject to a different policy set by the Local Authority. Admission to Nursery does not automatically give the right of admission to the school. School admission is statutory, and admissions are dealt with by the Local Authority. Parents/carers need to follow the guidelines and deadline for school applications that can be found on the Local Authority website.

Wrap Around Care

Before and After School Care is run by Premier Education. For further information go to www.premier-education.com

Late pick-up

Parents and carers are expected to pick up their child at 2.50 unless their child is on the 'After School club' register. If a child is picked up past 3.15pm on three or more occasions then a late fee will be issued in the form of a letter. This will be the hourly rate in line with the local authority hourly rate.

Notice Period

In the case of a child leaving the nursery in year, there is a six week notice period.