



Admissions Policy for Southfields Primary School Nursery

Admission Number

The school's admission number for the nursery class is 26 part-time places, currently mornings only.

Session Times

Morning only session 8.50 a.m. – 11.50 a.m.

Admission to the Nursery Class

The admissions arrangements for the Nursery Class are controlled by the Board of Governors.

All children aged 3 and 4 are eligible for 15 hours funded childcare per week during term time, their eligibility commences from the start of the term after their third birthday

children who are 3 before 31st August will be admitted in the Autumn term (September)

children who are 3 before 31st December will be admitted in the Spring term (January)

children who are 3 before 31st March will be admitted in the Summer term (April).

To apply for a nursery place, parents should visit the school to complete an application form.

Offering Places

Autumn Term Admission

For Autumn Term admissions the school will contact parents by telephone to offer their child a place in the nursery class. For this reason, it is important that parents notify the school of any change of address or telephone number following the submission of their application.



We contact parents during the Summer Term (April/May) to see if they still require the place for their child. If we cannot make contact with a family by the end of June the place will be offered to the next child on the waiting list.

If the number of applications is less than the admission number then all applicants will be offered a place.

Spring and Summer Term Admissions

Places will only be allocated in the Spring and Summer terms if there are places available. Those children not admitted in the Spring and Summer terms will be admitted in the following Autumn term.

Overscription Criteria

If there are more requests for a nursery place than there are places available with the nursery's admission number, places will be allocated in preference order using the criteria in priority as follows:

- to children who at the time of admission are looked after by the Local Authority
- to children who live in the catchment area of the school, with a brother or sister at the school, provided that the brother or sister will continue to attend that school the following year
- to other children who live in the catchment area of the school
- to children with a brother or sister at the school, provided that the brother and sister will continue to attend that school the following year.

If it is not possible to meet all the requests for places in any one of the categories described above, the governors will prioritise the requests within that category by reference to

- the needs of the child, as defined by the City Council's definition of "Children in Need"
- the distance of the child's home from the school. A straight line measurement will be taken from the child's home address to the centre of the school site. The address we use must be the child's permanent home address. The shortest measurement will have the highest priority.

Review of the policy

The policy will be reviewed annually, with advice from the Local Authority.