

Sibford Gower Endowed Primary School

Nursery Admissions Policy September 2025

Introduction

The Warriner Multi Academy Trust is the Admissions authority for Sibford Gower Endowed Primary School Nursery. They have delegated the function of an Admissions authority to the Academy Committee of the school. The process for all nursery admissions, including application, waiting lists and complaints, will be administered by the School.

The Trust has made every effort to ensure that these arrangements comply with their funding agreement all relevant legislation including that on infant class sizes and equal opportunities.

This policy is for admissions into nursery only. There is a separate process of applying for a place at primary school for the reception year. A place in the nursery class does not guarantee a place in the reception class when a child reaches the normal school starting age. For a place at Sibford Gower Endowed Primary School reception class, applications must be made through the normal County Council school admissions process

Monitoring and Evaluation

This policy will be reviewed annually by the Governors to ensure that the school is meeting all lawful requirements.

The Nursery Admissions Policy was approved by the Academy Committee in its meeting on 8th October 2025

Next review: October 2026

1. Introductory Statement about the Nursery provision within Acorn Early Years

"From little acorns....mighty oaks do grow"

Sibford Gower Endowed Primary aspires to be an excellent school, where outstanding practice, equality, well-being and the needs of our children are at the centre of all that we do.

We aim to provide a happy, safe and nurturing environment, where everyone is valued and respected for their individuality and contribution. We promote a love of learning and encourage our children to achieve and grow through the provision of a rich and inspiring curriculum provided by our dedicated staff and supported by governors, parents and carers, and the local community.

We offer term-time nursery provision within our mixed-age Early Years Foundation Stage Class (unit) catering for Nursery and Reception children from age 3 to age 5.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the school office.

2. Nursery Offering

The nursery will offer both full time and part time places, and we will require a minimum uptake of 15 hours.

Part time places (15 hours) are offered in morning only or all day sessions. These are available from the term after a child's third birthday when they will qualify for universal entitlement funding.

The nursery will offer full time places (up to 30 hours) in morning or all day sessions. These are available from the term after a child's third birthday.

The extended hours can be funded for those children eligible for the extended entitlement, or can be privately funded by the parents at a rate of £6.00 per hour

Requests for additional hours once your child already has a place in the nursery will be considered based on availability at that time.

Where a family ceases to be eligible for the extended entitlement, the place will return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. The School will explain this possibility in writing when offering the extended entitlement place. Parents/Carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement. In these circumstances the school will determine which sessions can continue to be attended'.

3. Admission Numbers

The Published Admission Number ("PAN") for the nursery (stated in part-time equivalent places) is 30, restricted to 15 nursery children present at any one time.

Accordingly, the nursery will admit new children each term until the PAN is reached. Where there are fewer applicants than the PAN, the school will offer places at the nursery to all those who have applied.

4. Over Subscription criteria

If the nursery is oversubscribed (there are more applications than places available), priority for admission will be given to those children who meet the criteria set out below, in priority order;

1. Children with an Education, Health and Care Plan naming the school
2. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
3. Children living in the designated (catchment) area of the school (as set out in the map at the end of this policy) with a sibling on roll at the nursery or in the Primary school to which the nursery is attached at the time of application who will still be attending at the time of entry.
4. Other children living in the designated area of the school
5. Children living outside the designated area who will have a sibling on roll at the Primary School at the time of application who will still be attending at the time of entry.
6. All other children

5. Tie Break

If, in categories 2-6 above, a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home address to the front gates of the school in a straight line, using the LA's Geographical Information System.

Random allocation undertaken by the school will be used as a tie-break in categories 2-6 above to decide who has highest priority for admission if the distance between a child's home and the nursery is equidistant in any two or more cases.

6. Application Process for admission into Nursery

New admissions into nursery will be taken 3 times a year, with children starting in September, January and April. This is in line with funding entitlement.

Please access the nursery application from our school website; <https://www.sibford-gower.oxon.sch.uk/>

Or from our school office; office.3005@sibford-gower.oxon.sch.uk

The deadline for admission is 3pm on the first day of term prior to the term in which you want your child to start.

Parents will be notified that a place is available for their child no later than half a term in advance.

Your child is entitled to a place from the first day of term and offers of a place will always give this as an option even if we offer 'staggered starts' to help children with the transition. Staggered starts will not be arranged over more than a week or two.

7. Waiting lists

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.

8. Complaints

Any complaint about the operation of this admissions policy, for example in the case of a child who has been refused admission, will be considered through the school's complaint policy.

There is no statutory right of appeal.

9. Notice

A minimum of 6 weeks' notice must be given in writing to the school, if the Nursery place is no longer required. Confirmation of place acceptance and provision of relevant registration information must be provided by the stated deadline otherwise the place may be withdrawn.

10. Government funded hours – eligibility

15 Hours Universal Early Education Funding entitlement of 15 hours

All families are legally entitled to 15 hours for 38 weeks a year of funded nursery provision, starting from the term after the child's 3rd birthday – using the Government's term dates:-

Autumn Term: September 1st-December 31st

Spring Term: January 1st-March 31st

Summer Term: April 1st-August 31st

30 Hours Extended Childcare Entitlement

Working families meeting the eligibility criteria are legally entitled to a funded early years place of 30 hours a week over 38 weeks a year or 1,140 hours a year from the term after their child's 3rd birthday. Information on this entitlement and how to apply is available at www.childcare-support.tax.service.gov.uk/par/app/overview

You must apply for extended childcare entitlement the term before you wish to access the extended government funded hours. If your family is eligible for extended childcare entitlement you will be given an 11 digit eligibility code for your child which must be shared with the nursery.

Children may become ineligible for the extended entitlement. Where this happens there is a **grace period** during which the child may still attend free of charge. When the grace period expires, the place will revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours.

Please note, the statutory guidance for 30 hours says children should not start a new 30 hours place at a provider during the grace period. This includes in the following scenarios:

- where a parent falls into their grace period before the child has started a 30 hours place;
- where a parent falls into their grace period whilst their child is in a 30 hours place, and the parent seeks to move the child to a different provider.

11. Payment

All fees not covered by the Nursery Government Funded Hours will be invoiced half termly in advance and are payable half a term in advance. Invoices not paid fully within 14 days will incur a late payment charge of 10% of the invoice. If payment of an invoice is a month overdue, the child will no longer be able to attend nursery sessions that are not Government Funded.

12. Terminology

Reception - the year children become 5

Year – refers to the academic year (September to August)

Looked After - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application.

Previously Looked After The term “previously looked after” children refers to children who were “looked after” but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

Siblings/Brother or Sister - For admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, step- brother or step-sister who will be resident at the same address at the time of entry.

Published Admission Number – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council’s Pupil Place Plan.

Universal Entitlement – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday

Extended Entitlement – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

Grace period – when a child’s eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

Designated area Sibford Gower Endowed Primary School - Nursery

Location and Designated Area of Sibford Gower Endowed Primary School

