

'We want every child to be happy, caring and successful.'

Nursery Admissions Policy

Introduction

In our Early Years Foundation Stage we cater for children from 3 to 5 years old. In the Nursery children start as three-year olds in September and January. The following September they move to Reception (EYFS 2) as four-year olds. Children have an entitlement to three of five terms in nursery education. If there are sufficient free places then the following hours are offered:

- Mornings (9:00am – 12:00pm)
- 2.5 days (9:00am – 3:00pm on two days, 9:00am-12:00pm on one day)
- Full time funded places for eligible parents
- Full time places with 3 funded hours per day and 3 additional hours per day, charged at £90 per week
- 3 days, with a charge of £18 for the additional afternoon
- 4 days, with a charge of £54 for the additional hours

Places are booked for the terms and paid 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 Cedars Primary School Nursery class is a 30-place with a morning or all-day session each day. The morning session runs between 9:00am – 12:00pm. The afternoon session runs between 12:00pm and 3:00pm. A full day runs between 9:00am and 3:00pm. The Nursery is led by our Nursery Manager and a Nursery Nurse.

Applications

To apply for a nursery place parents / carers fill in an application form and submit this to the School Office. The deadline for September applications is 28th February, the deadline for January applications is September 30th.

Procedures

Policy decisions relating to Nursery admissions are discussed and agreed by the Governors' Teaching and Learning Committee and then endorsed by the Full Governing Body. Decisions on individual admissions are agreed by the Full Governing Body. Detailed day-to-day management of the Nursery is the responsibility of the Headteacher in consultation with the Early Years Leader and Nursery Manager.

Admissions Priorities

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

1. Children with sibling(s) already in the Nursery or School at the time of the child joining Nursery.
2. Children who have an Education Healthcare Plan.

3. Children who are 'looked after' by the Local Authority.
4. Children with exceptional needs, either medical or social.
5. Children from any part of Milton Keynes or from outside the authority.

Allocation and Admission Procedures for the Nursery

The normal point of admission to the nursery is September and January each year.

All September applicants will be notified of the result by letter by the end of April, all January applicants will be notified of the result by letter by October.

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

If 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.

Waiting Lists Application forms for the Nursery are available from the School Office.

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.

Admission to Nursery mid-term

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

Morning/Full day sessions

Parents apply using the school's application form and they are asked to state a preference for morning, full-day or full-time sessions. It is not always possible to accommodate this preference; when we cannot, we will still make an offer following the above criteria. Accommodating the preferences is a balance between parents' wishes, the availability of places and ensuring the most effective groupings to support high quality provision for the children (e.g. SEND needs, gender and age balance etc).

Under particular circumstances, if there is availability, and if parents request it, children may be offered a swap of session to accommodate a significant change of circumstance e.g. after long term illness. Any changes will be accommodated on a termly basis.

Induction to the Nursery

All successful applicants will receive their offer of a place and details of the induction programme. They will be notified of an induction evening, when parents are invited to meet with the staff. This provides an opportunity for parents to find out about the philosophy and ethos of the school and to have a tour of the Early Years Foundation Stage. The Nursery Manager and Nursery Nurse will also visit the child and family in the home (Home Visit).

Families are offered a visit to school, to fill in required paperwork and to meet the Manager and Nursery Nurse. Each child is given a stay and play date and for that session the parents are invited to stay.

Each child is given a start date and from that point will attend for their allocated sessions. Some children may require a longer induction period which will be planned with the parents.

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

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 need to follow the guidelines and deadline for school applications that can be found on the MK Local Authority website.

Signed: Mrs J Goldsmith (Headteacher)

Reviewed: November 2025