



NURSERY ADMISSIONS POLICY



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Author/owner: Board of Trustees

Anticipated Review: May 2027

NB. 'Trustees' means the Directors referred to in the Trust's Articles of Association.

TABLE OF CONTENTS

1. History of most recent policy changes	2
2. Links to other Trust Policies/Statutory Frameworks.....	3
3. Scope of This Policy	3
4. Nursery Provision (Birth–4)	3
5. Early Years Funding	4
6. Published Nursery Admission Number (PNAN)	4
7. How to Apply for a Nursery Place	4
8. Oversubscription Criteria	4
9. Allocation of Sessions	5
10. Waiting Lists	5
11. Decisions and Communication.....	5
12. Reviews	6
13. Data Protection	6

1. HISTORY OF MOST RECENT POLICY CHANGES

Version	Date	Page	Change	Origin of change e.g TU request, change in legislation
1	May 26		New Trust template policy to replace individual school Admissions Policies	Alignment

2. LINKS TO OTHER TRUST POLICIES/STATUTORY FRAMEWORKS

Nursery admissions are not governed by the School Admissions Code.

This policy complies with the following statutory guidance to ensure the arrangements are fair, clear and objective and to comply with the Equalities Act 2010.

- Early Education and Childcare Statutory Guidance
- EYFS Statutory Framework
- Devon County Council Provider Agreement
- Equality Act 2010

3. SCOPE OF THIS POLICY

- This policy explains the arrangements for admission to **Starfish Nursery**, the 3-4 nursery provision at **Newport Community School Primary Academy** School.

It sets out:

- how parents can apply
- how applications are prioritised if demand exceeds places
- what happens when a place cannot be offered

This policy applies only to nursery provision.

Admission to Reception and above is covered by the statutory school admissions policy.

Attendance at the nursery does not give priority or guarantee admission to Reception.

4. NURSERY PROVISION (3–4)

Starfish Nursery may admit:

- three- and four-year-olds eligible for early years funding

Children may attend using funded hours, purchased hours, or a combination of both.

5. EARLY YEARS FUNDING

Early Years funding is offered in line with national legislation and Devon County Council requirements.

Parents are responsible for:

- checking eligibility
- providing valid funding codes
- ensuring funding is not over-claimed across providers

Payment for additional hours does not influence nursery admission decisions.

6. PUBLISHED NURSERY ADMISSION NUMBER (PNAN)

The Published Nursery Admission Number (PNAN) is the maximum number of children who can attend our nursery at any one time.

The PNAN reflects:

- statutory staff-to-child ratios
- available floor space
- age mix across the 3–4 provision

The PNAN may be adjusted if circumstances change and will be published accordingly.

7. HOW TO APPLY FOR A NURSERY PLACE

Parents must:

- complete the Nursery Application / Parent Declaration Form
- provide proof of date of birth
- provide funding documentation where applicable

Applications are considered for published intake points, normally:

- September
- January
- April

Mid-term applications may be considered if places are available.

8. OVERSUBSCRIPTION CRITERIA

(Used only when applications exceed available places)

A child whose Education, Health and Care Plan (EHCP) names Newport Community School Primary Academy will be admitted in accordance with statutory requirements. These children are admitted outside of the oversubscription criteria.

Remaining applications are prioritised in the following order:

- Looked After Children and Previously Looked After Children
- 1. Children with an exceptional medical or social need to attend this nursery
- 2. Children living in the designated area with a sibling on roll at Newport Community School Primary Academy School
- 3. Other children living in the designated area
- 4. Children living outside the designated area with a sibling on roll at the school
- 5. Children of Staff
- 6. Other children

Where necessary, ties are resolved by age, with older children given priority within the same criterion to support transition.

9. ALLOCATION OF SESSIONS

Admissions decisions relate to a nursery place, not specific hours.

Session allocation:

- takes place only after places are allocated
- is subject to availability
- is not influenced by payment for additional hours

10. WAITING LISTS

When the nursery is full, a waiting list is maintained:

- ordered strictly by the oversubscription criteria
- independent of the amount of time a child has waited
- reviewed regularly

Parents may be asked to confirm continued interest.

11. DECISIONS AND COMMUNICATION

Parents will be informed in writing of:

- whether a place is offered
- available sessions
- induction and start arrangements

Where a place cannot be offered, parents will be signposted to the local authority EYFS Team.

12. REVIEWS

There is no statutory right of appeal for nursery admissions. Our review process is internal to the school.

We aim to allocate nursery places in a fair and consistent way, following our published admissions criteria.

If your child is not offered a place and you believe this criterion has not been followed, the school offers an internal review process.

- A request for an internal review should be submitted in writing to the school office within 5 school days of receiving your offer decision.
- You may include any supporting evidence (e.g. medical, social, or other relevant information).
- Your review will be carried out by individuals who were not involved in the original decision.
- They will consider whether the admissions criteria were applied correctly and whether there are exceptional circumstances that justify offering a place.
- You will receive a written outcome within 15 school days of your request being received.
- A successful review does not guarantee a place if the nursery is already at full capacity, but your child may be placed on a waiting list.

13. DATA PROTECTION

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.