

# **ALDERMAN RICHARD HALLAM PRIMARY SCHOOL**

## **Nursery Admissions Policy**



Policy Reviewed: September 2025

# Nursery Admissions Policy

## Contents

Support with Applications..... **Error! Bookmark not defined.**  
Procedure for admission to Little Grasshoppers (15 hours) ..... **Error! Bookmark not defined.**  
Procedure for admission to Caterpillars (30 hours) ..... **Error! Bookmark not defined.**  
30 Hours Free Funding ..... **Error! Bookmark not defined.**  
    If you are working: ..... **Error! Bookmark not defined.**  
    If you are not currently working: ..... **Error! Bookmark not defined.**  
    Your income: ..... **Error! Bookmark not defined.**  
    Example ..... **Error! Bookmark not defined.**  
    Your child:..... **Error! Bookmark not defined.**  
    Your immigration status: ..... **Error! Bookmark not defined.**  
    When to apply:..... **Error! Bookmark not defined.**  
    After you've applied:..... **Error! Bookmark not defined.**  
Admissions to Alderman Richard Hallam Primary School ..... **Error! Bookmark not defined.**

## Support with Applications

If you would like any help or support applying for a school place, please **contact** our admissions officer:

Keri Ryan      Telephone: 0116 262 4003

                    Email: [kryan@aldermanrichardhallam.leicester.sch.uk](mailto:kryan@aldermanrichardhallam.leicester.sch.uk).

**Mrs Jarvis and Mrs Elverstone are the EYFS leaders and will be happy to show you around our settings if you and your child would like to visit. Visits can be arranged by calling the above telephone number.**

### 1. Introduction

This policy outlines the admission arrangements for the nursery provision at Alderman Richard Hallam Primary School. We aim to provide a welcoming, inclusive, and nurturing environment that supports the learning and development of all children.

**Commented [CL1]:** It would be helpful to explain Keri's role - there is nothing to explain to parents and carers who she is

## 2. Age Range and Hours

Our nursery caters to children aged **3-4 years**. We offer the following sessions:

- **Morning session:** 8:45am-11:45am
- **Afternoon session:** 12:15pm-3:15pm
- **Full-day provision:** 9:00am-3:00pm (subject to availability and eligibility)

We offer both **15 hours** and **30 hours funded places**, depending on parental eligibility.

## 3. Purpose

3.1. This policy aims to:

- Ensure access and entitlement to the benefits of high-quality child-centred nursery education on a fair and equitable basis.
- Establish an admissions process governed by clearly defined criteria that may be articulated to parents and carers and other professionals.
- Help promote consistency of practice and procedure between nursery classes at Alderman Richard Hallam.
- Ensure, as far as possible, that all children who gain a place will fully benefit from nursery education.

## 4. Eligibility and Funded Places

4.1. Parents and carers will need to contact Keri Ryan our school admissions officer for information regarding session times.

4.2. Children become eligible for a funded nursery place from the term after their third birthday.

4.3. Depending on spaces and availability, children may be offered a place when they turn 3.

4.4. All 3 and 4 year old children are eligible to a 15 hour per week funded place.

4.5. Funding is also available for 3 and 4 year old children of working parents and carers for an additional 15 hours per week. Parents and carers will need to speak with the admissions officer to ascertain whether this is a viable option. For more information regarding the 30 hours funding parents and carers can go to the Gov.UK website; <https://www.gov.uk/free-childcare-if-working>

## 5. Criteria for admission to the nursery

5.1. Places will be allocated in the following priority order:

1. Children with an Education, Health and Care Plan (EHCP) naming the nursery.
2. Looked After Children (LAC) and previously LAC.

**Commented [CL2]:** This doesn't make sense - please reword

**Commented [CL3]:** The policy can't provide high quality nursery education - read each bullet point as a full sentence to check it makes sense

**Commented [CL4]:** The wording of this doesn't make sense

**Commented [CL5]:** Provide link

3. Children with exceptional medical or social needs, supported by professional evidence.
4. Children with siblings already attending the school.
5. Children living closest to the school, measured in a straight line from the home to the school.

Where demand exceeds places, the above criteria will be used to prioritise admissions.

- 5.2. Children become eligible for a funded nursery place from the term after their third birthday.
- 5.3. The nursery has 3 entry points; September, January and April/May. Additional places may be offered half way through each term, depending on spaces and availability.
- 5.4. Where the number of applications for places exceeds the number of places available, children will be added to the waiting list.
- 5.5. All applicants will be required to complete an application form and hand this into the school office. With the application forms, parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). All applicants will receive a letter, during the Summer term, informing them of whether they have secured a Nursery place for September or as soon as possible if applications are handed in mid-way through the year.
- 5.6. Parents may contact the school office directly to request an application form prior to them turning 3, in order to be put on a waiting list for a nursery place. To discuss when you can put your child on the waiting list, please speak to Keri Ryan our school admissions officer directly about the application process.

## 6. Nursery intake

- 6.1. The nursery has 3 entry points; September, January and April/May. Additional places may be offered half way through each term, depending on spaces and availability.
- 6.2. Transition is carried out at the beginning of each term. This consists of; home/pre-school visits, class visits and settling in sessions.
- 6.3. Any spare places will be allocated during the year, as they become available, providing that the child has turned 3.
- 6.4. If there are still available places, there will be further intakes for children in January and April/May providing that the child has turned 3.
- 6.5. Children can be placed into either one of our nurseries based on spaces and availability. This may result in children being moved during the year but staff will try

**Commented [CL6]:** Clarify what this means and what it looks like.

**Commented [CL7]:** Very unclear wording

to the best of their abilities to ensure that children are not moved mid-way through the year.

## **7. Decisions on places**

- 7.1. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.
- 7.2. Decisions will be final and there is no right of appeal.
- 7.3. The offer of a nursery place does not in any way mean automatic entitlement to a place in one of the Reception Classes.

**Commented [CL8]:** There's more criteria than is laid out in this policy. You can either include the full criteria or link to it in the criteria section

## **8. Home visits and transition**

- 8.1. Staff from the nurseries may arrange with parents a home visit, stay and play sessions or pre-school visits either during the latter half of the Summer term or at the beginning of the Autumn term. Nurseries may also arrange visits and settling in sessions for children starting mid-way through the year.
- 8.2. Parents will be informed of what the nurseries transition arrangements are upon their child's place being accepted. These could include pre-arranged visits to the school or 'getting ready for school' sessions.
- 8.3. Transition for SEND children is organised in conjunction with the Early Years Support Team and will involve the nursery teacher and SENDCo, Mrs K Nanda, attending a review meeting prior to the child starting in the nursery.

## **9. Leavers during the year**

- 9.1. If a child is withdrawn by their parents from nursery during the school year, we request that parents give the school two weeks' notice if possible. The place of a child who has been withdrawn will be automatically made available to a child on the waiting list. If parents later wish their child to return to the nursery, then they will have to reapply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

## **10. Attendance and loss of nursery place**

- 10.1. Regular attendance is expected to support children's development. If attendance falls below expected levels without reasonable explanation, the place may be reviewed.

- 10.2. If attendance and/or punctuality is poor or erratic, the nursery teacher will talk to parents and remind them that, for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the demand for places.
- 10.3. Attendance and punctuality will be monitored by Kirsty Johnson our attendance officer and parents will be contacted should this continue to be poor. If there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place.

## **11. Transition to Reception**

- 11.1. All parents and carers must be made aware that a place in the nursery does not guarantee a place in the Reception class and that they must still go through the correct Local Authority Admissions Procedure: Starting infant or primary school (leicester.gov.uk) [www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/startinginfant-or-primary-school](http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/startinginfant-or-primary-school)
- 11.2. The nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.