

Lawley Primary Nursery



Admission Policy to the Nursery

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Due to be reviewed May 2026

Admission Policy to the Nursery

Nursery Admission Policy at Lawley Primary School

At Lawley Primary Nursery we strive to be inclusive, offering a place to every child or family who seeks one. However, the only limitation we face is the number of spaces available. When the number of applications exceeds the capacity, we apply the allocation criteria outlined below. While we aim to help parents secure a place for their child at their preferred nursery, this may not always be feasible due to high demand.

Admission Limit

Each setting will have an admission limit. This limit is governed by the physical limitation of the space available to the provision. The admission limit will be set following Ofsted registration. Lawley Primary Nursery provides places Monday to Friday, with 42 place capacity at any one time, term time only.

Applications

The process for consideration for admission to the nursery is as follows:

- A nursery 'Expression of Interest Form' may be obtained from the website or the school office and returned upon completion.
- Children's names will then be placed on a waiting list.
- The information is treated as confidential and in accordance with the UK GDPR and the Data Protection Act.
- When a place becomes available, the admin team will review the waiting list against the admissions criteria, listed below, and a child will be allocated a place. Please note that places **will not** be offered on a first come first served basis.
- Once the place has been confirmed parents/carers will be given a confirmation letter from the school and you will be asked to complete the full admission form prior to your child starting.
- Your child will be invited to attend a stay and play session in the weeks leading up to their start date.

Admission

The earliest age a child can start is in the term in which the child has her/his third birthday as a rising three-year-old. This will be a fee-paying place and only on availability of places.

15 or 30 funded hours (depending on eligibility) are given to children in the term after they turn three and it is important that the eligibility codes are obtained by the parents and given to the provider(s).

A child born on or between	Will become eligible for a free place from	Term
1 April and 31 August	1 September following their third birthday	Autumn
1 September and 31 December	1 January following their third birthday	Spring
1 January and 31 March	1 April following their third birthday	Summer

Parents can choose for their child to receive their entitlement by attending more than one provider. Parents choosing to split their funding entitlement must be given equal consideration as those applying for a full-time place.

Universal 15 hours Free Nursery Education

All three- and four-year-olds are entitled to 15 hours of free nursery education per week, over no fewer than 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).

30 hours Free childcare

Lawley Primary will be offering 30 hours free childcare places to those that are eligible. This means in addition to the 15 hours Universal Free Childcare, you will receive an additional 15 hours, bringing your child's funded hours per week to 30.

Your child may be eligible for 30 hours of free childcare if your circumstances are as follows:

- Both parents are working (employed or self-employed including zero hours contracts) or the sole parent is working in a lone parent family; and
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at the national minimum wage (NMW) or national living wage (NLW); and each parent individually earns less than £100,000 per year.
- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave.
- Both parents are employed but one or both parents is temporarily away from the workplace on adoption leave.
- Both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay.
- One parent is employed, and one parent has substantial caring responsibilities based on specific benefits received for caring; or

- One parent is employed, and one parent is disabled or incapacitated based on receipt of specific benefits.

How do I check what my child is entitled to?

The government have provided an online eligibility checking tool for parents/carers: <https://childcare-support.tax.service.gov.uk/>

You will need to use this tool to check your eligibility before your child can be given a firm offer of a 30-hour place. If eligible, you will receive a code, which you will take to Lawley Primary office, together with your National Insurance number and your child's date of birth.

Lawley Primary will need to validate the code before they can confirm the offer of a Nursery place.

Eligibility codes will be valid for a certain period of time. You will be reminded by the HRMC to reconfirm your eligibility every 3 months.

Children with Special Needs

Child with Special Medical or Education Needs will be allocated places following the admission criteria as listed below.

Admissions Procedures

- Parents may apply at any time for a place for their child. All parents applying will be asked to complete an expression of interest form requesting standard information.
- Where there are more applications than places, all applications received will be considered using the oversubscription criteria only. **The date** of application will not be taken into account when allocating places.
- All information given by the parent/carer must be regarded as confidential but should be made available to those considering the application.
- All applications for places to the nursery will be held by the nursery or setting and considered in the criteria outlined in the guidance document oversubscription criteria.
- Parents can choose for their child to receive their entitlement by attending more than one provider. Parents choosing to split their funding entitlement must be given equal consideration as those applying for a full-time place.

- Parents should be made aware that if their child attends a setting for more than their eligible 15 hours /30 per week, the parents will pay for any additional care their child receives.
- Where a child attends more than one provider funding will be split between the providers according to the parent/carer requirement. (See guidelines on the 30 hours extended funding, regarding Universal and Additional funding arrangements.)
- Parents should be informed as soon as possible that their application has been considered by no later than the end of the week after half term, of the term before entry to the provision. An invitation is then offered to attend Induction sessions.
- A reply must be received within 14 working days, or the reserved place will be offered to the next child on the waiting list. Parents, however, may be offered nursery places at 'short notice' should this be deemed appropriate following the admission criteria outlined.
- On admission to the nursery, each parent will be asked to complete the nursery Registration form and provide a copy of their child's birth certificate.
- Parents should be advised that places are allocated on a termly basis and should be discouraged from moving, unless circumstances demand otherwise.

The following priority order will be applied:

1. Looked After Children and previously Looked After Children.
2. Children of school staff.
3. Children who have a sibling/s who attend Lawley Primary School and who reside within the school defined attendance area.
4. Children who live in the school/nursery defined attendance area.
5. Children with a sibling/s in school that live outside of the defined attendance area.
6. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area.

Tie Breaker

Where two applications cannot otherwise be separated, the place will be offered on the basis of random allocation by drawing lots supervised by an independent observer.

Waiting Lists

When the provision is full a waiting list will be established in the oversubscription priority order. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order.

Parents with children on a waiting list should be advised that they can take their free entitlement with another provider. This does not affect their status on the waiting list. The Local Authority will help parents to locate a suitable setting for their child by giving information on settings within the 2-mile boundary of a child's home address. If a chosen setting, such as Lawley Primary Nursery, does not have any vacancies, then the parent will be advised to access an alternative within the area.

There will be no appeal process for pre-school or nursery settings.

Parents should contact the Family Information Service for details of providers in their locality (01952) 385385.

Induction Sessions

These operate at the end of the half-term before a child starts nursery. Children are invited to attend a minimum of two sessions. During the sessions, parents are encouraged to familiarise themselves with nursery routines and expectations and to ensure that children become familiar with the adults and children that they will be working with during their time in nursery. Prior to these sessions, paperwork will be completed to return to the nursery to discuss during these sessions.

An additional teams/face to face meeting will be arranged for the parents of new nursery starters after a few weeks in nursery to discuss any concerns or find out additional information about the nursery. This session allows parents to find out, in more detail, about the Early Years Curriculum. An open-door policy operates in our nursery and key workers are always on hand to discuss the children in their care as well-being and safety are our paramount concern.

Admission Notes

Attendance at the nursery is not connected to the admissions process for Lawley Primary. Attendance at the nursery does not guarantee a place at the school. When considering applications for primary or infant the local authority gives no priority to children who have attended the nursery. This includes those children educated in a foundation stage unit.

“You must apply for a place in the reception year group (Year R) even if your child is already attending the nursery class at an infant or primary school. This is because a place at a nursery class does not guarantee your child a full-time place at that school. Even if you already have an older child attending the school you need to apply for a place for your younger child.”

Taken from Telford & Wrekin Council - Primary Schools Information Booklet.

Additional adaptations for the first year of opening:

In the first instance, priority places will be allocated in accordance with our priority criteria order, to parents that request sessions as outlined in our Nursery session offer. If places are requested outside of our flexibility offer, such as 4 full days only, these places will be considered and potentially offered at a later date (04.07.25).