



# Nursery Admissions Policy and Guidance

September 2027 Intake



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### Baldwins Gate Primary School Nursery Setting

Baldwins Gate Primary School manages its own nursery school admissions process.

### Intake and Eligibility

Children will be admitted in the September of the academic year in which they become four years old.

### Session Days and Times

We recommend children attend five mornings per week. We feel that encouraging children to attend every morning will help to give them the best possible start to their Nursery education. Being in school every day will optimise their early development and enable them to form early bonds with their peer group and classroom staff. Session timings are set out below:

|                                                                                                                                                                                                                                                                                                         |                          |         |                      |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------|----------------------|------------------|
| <b>SESSION A:</b>                                                                                                                                                                                                                                                                                       | <b>Morning Session</b>   | 3 hours | 9.00 am – 12.00 noon | Monday to Friday |
| <b>SESSION B:</b>                                                                                                                                                                                                                                                                                       | <b>Afternoon Session</b> | 3 hours | 12.30 pm – 3.30 pm   | Monday to Friday |
| <b>LUNCHTIME SESSION:</b><br>A 30 minute lunchtime session running from 12.00 noon to 12.30 pm is available for those children accessing the morning and afternoon session on the same day. Parents should note that the lunchtime session is <u>chargeable</u> and cannot be included in funded hours. |                          |         |                      |                  |

### Application Process

An online application form is available at this [link](https://www.baldwinsgate.staffs.sch.uk/school-information/admissions) and is also available on the school website <https://www.baldwinsgate.staffs.sch.uk/school-information/admissions>

If you require a printed copy of the application form, please contact the school office.

Please ensure application forms are submitted by Friday 30<sup>th</sup> January 2026.

### Application Deadlines

The closing date for applications is: **Friday 29<sup>th</sup> January 2026**

Places will be confirmed on: **Friday 5<sup>th</sup> March 2026**

## **Admissions Policy**

It is our policy to try to meet parents' wishes where possible, however in some cases there may be more applications for our Nursery class than there are places. Admission is determined by the oversubscription criteria detailed below.

### **Oversubscription Criteria**

If there are more applications for a particular setting than there are places available, priority will be given using the oversubscription criteria detailed below:

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. (For admission purpose, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners).
3. Children living in the defined catchment area for the school.
4. Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight-line measurement.

### **Additional Notes**

- Admission to Baldwins Gate Primary School Nursery does not guarantee admission to the school's Reception class. Parents must make a separate application for admission to Reception via the Local Authority, in accordance with the statutory deadlines. Further information about Reception class admissions and deadlines can be found at: <https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>
- In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. This will reduce the amount of places available to other applicants.
- Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.
- It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, we will not seek to obtain this information on behalf of the applicant.
- If a place is offered on the basis of an address that is subsequently found to be different from the child's normal home address at the time of allocation of places then that place is likely to be withdrawn.
- Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

- Where all places at Baldwins Gate Primary School Nursery have been filled, applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received.
- Inclusion on the school's waiting list does not guarantee that a place will eventually become available. A child's position on the waiting list is not fixed and may change dependent on further applications being received, which will be ranked according to the oversubscription criteria.
- Nursery education is a non-statutory provision therefore there is no statutory right of appeal against the admission authority's decision.
- The Staffordshire County Council school guide provides information on catchment schools in your area <https://apps2.staffordshire.gov.uk/scc/schooldetails/default.aspx>. You can view a copy of Baldwins Gate Primary School's catchment area map by accessing the following link: [Catchment Area Map](#)
- There is no charge or cost related to the admission of a child to a school.

### **School Policies and Procedures**

All policies and procedures of Baldwins Gate CE (VC) Primary School are strictly adhered to during Nursery sessions.

Governors expect parents of Nursery children to adhere to the school's Attendance Policy, where the expectation is that a pupil attends every day. If a child in Nursery misses 10 days during a half-term without an explanation that has been accepted by the Headteacher, a meeting will be called with the Education Welfare Worker which could lead to the nursery place being withdrawn.

### **Finance and Funding Eligibility**

All 3 and 4 year old children are eligible for 15 hours free childcare (Monday to Friday – 9.00am – 12.00 noon or 12.30pm to 3.30pm. Some pupils may be eligible for 30 hours free childcare. Eligibility can be checked at <https://www.childcarechoices.gov.uk/>

Those pupils who are only eligible for 15 hours free childcare have the option of paying for wraparound provision for lunchtime and afternoon care, meaning that their child will be in school from 9.00 am to 3.30 pm. The cost of the wraparound provision is £15 per day.

Children who will be staying in school for the whole day will be able to have a school lunch at a cost of £2.75 per day or bring a packed lunch from home. The 30 hours funding does not cover the lunchtime period from 12.00 noon to 12.30 pm and parents will be charged for this session, currently £2.00 per day.

It may be necessary to change the wraparound provision fees from time to time however parents/carers will be given sufficient advance warning.

The nursery wraparound provision is a governor run arrangement and is self-financing. The provision may be withdrawn if it is found not to be financially viable.

## **Wraparound Provision: Pricing, Bookings, Amendments and Payment Arrangements**

- Should a parent/carer require their child to attend the wraparound provision, the school must be informed upon receipt of the offer of the Nursery place. Confirmation of the specific days required will also be needed at the same time.
- Sessions need to be paid for in advance, either prior to the start of the half-term, month or week.
- All payments need to be paid via ParentPay.
- We ask that parents ensure payment is made in advance and that there is always credit in their Nursery Wraparound account on ParentPay. Should the account go into arrears, then the Wraparound provision may be withdrawn with immediate effect.
- There will be no refund for any sessions missed if your child is absent because staffing/running costs need to be covered.
- Unfortunately, no changes can be made to the days that you have booked for your child. However, if there are exceptional circumstances and if there is availability in an alternative session than an exception may be made. Please contact the Headteacher or Bursar to make a request.
- If you would like to swap your sessions on a permanent basis then this may be possible at the start of each half-term. Please contact the Headteacher or Bursar at least three weeks before the end of the half-term if you would like to request a change to your child's sessions.