

 LEO Academy Trust	NURSERY ADMISSIONS POLICY 2025-26
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3	Autumn 23	D Rowsome	Formatting and Dates revised

NURSERY ADMISSION ARRANGEMENTS SEPTEMBER 2025

We aim to promote staff wellbeing by providing a safe and healthy environment for all employees at work. The Trust is committed to an inclusive environment where everyone feels included, respected and valued.

Statement for Equality

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at the schools in the Trust.

Entry to Nursery

Application Process and Allocation of Nursery Places

Each school with the exception of Cheam Common Juniors provides nursery provision on the same site. Each school has three intakes each year, which will be in September and the following January and April, if there are places available.

The earliest that a child can be considered to start nursery is in the term after their third birthday. A child must be no younger than three years of age when they start nursery school. Alternative provision for younger children may be available in private nursery provision.

It may be possible to start nursery later in the academic year, subject to the availability of places. If you are offered a place and do not wish to take it up immediately, you will forfeit your place and be placed on a waiting list for a vacancy later in the year.

Applications for a nursery place **must be made directly to the school**. The closing date for applications will be in line with the school's local authority. Applications for the Nursery outside the normal point of entry to Nursery should also be made to the school.

When the Academy nursery is over-subscribed, applications for admission will be ranked against the following factors:

- i. Children who have reached the age of 3 years before 1 September
- ii. Children who have reached the age of 3 years before the following 1 January
- iii. Children who have reached the age of 3 years before the following 1 April

Please note that only category i) places will be filled at the initial allocation stage. The Academy will fill any vacancies for category ii) or iii) applicants at a later date.

Within each of these bands, applications will be prioritised as per the criteria for school places:

- 1) Looked After Children and previously Looked After Children
- 2) Children with a sibling (as defined in the school places criteria above) attending the school, or attached junior school, at the time that the younger child starts nursery school.
- 3) On the basis of proximity to the school, measured in a straight line from the child's home address to the main entrance of the school building, with those living closer to the school receiving the higher priority

Children attending nursery have no priority for admission to reception. This is to ensure that parents who have decided not to send their child to nursery will not be disadvantaged when applying for a reception place. As such, it is not necessary for a child to attend a nursery class in order to gain a place in reception at the school. A child may attend a nursery class in one school but apply for a reception place at a different school. Parents will need to make a separate application for a place in reception at the appropriate time, regardless of which nursery school (if any) a child attends.

Returning Your Nursery Application Form

Parents who are not able to complete the online form can return their paper form by post or hand deliver to the school. Please note that if you wish to hand your form in to someone in person, you must bring your form to the school office between 9.00 a.m. and 4.00 p.m.

Supporting Evidence

You must include:

- Evidence of address – current council tax bill or if you are a council tenant a copy of your tenancy agreement
- Copy of your child's birth certificate (full copy)

Nursery Application Closing Date

The closing dates for application will be agreed by each School's Admissions panel and published on the school's website.

Applications made after the closing date will be considered after those received on time, unless there are exceptional circumstances, supported by independent evidence.

Change of Address

If you move at any time after submitting an application, you must advise the school immediately and provide proof of your new address, so that the school can update their records and ensure that correspondence is sent to the correct address.

Proof of your new address should include either a copy of a tenancy agreement or a copy of a solicitor's letter confirming the sale/purchase (this must be after completion has taken place).

Exchange of contracts or a future completion date will not be accepted. The address to be used in the allocation of nursery places may vary depending on the date you moved, and as such, failure to tell the school about a new address may result in an incorrect allocation of nursery places. If you fail to tell the school about a house move, they may withdraw your application or any offer of a nursery place that has been made.

Acknowledgement Of Nursery Applications

Paper Applications will not be acknowledged unless accompanied by a stamped addressed envelope.

Notification and Acceptance of Nursery Offers

The results of applications will be emailed by the date agreed by the school admissions panel.

Where an offer is made, you will be given two weeks to decide whether or not you want to accept the place. If you are not offered a place you will be asked if you would like your child's name to be put on the waiting list for the remainder of the academic year.

Vacancies arising after the initial allocation will be offered to children on the waiting list, based on the admission arrangements previously set out.

Deferred Entry

If you are offered a place in our nursery but you do not wish your child to start until a later term, the place will be withdrawn and your child's name will be placed on the waiting list for the later term.

Nursery Waiting Lists

Your child will automatically be added to our waiting list in the following circumstances:

- If you are not offered a place at the initial allocation.
- If you submit a late application, and we are oversubscribed with applications who applied on time.
- If you are applying for a nursery place for a child who is already 3 years of age and we are already full.

The waiting list will be ranked according to the school's admission criteria as previously set out.

No priority can be given to children according to the date their application was received or when their name was added to the list.

As some families decline their offer of a nursery place, vacancies are created. These will be filled from the waiting lists. A child's position on a waiting list may go down as well as up. This is because other children might be added to the nursery's waiting list that have greater priority for a place against the admission criteria. This can happen when new families move into the area or when other families ask to go on the waiting list for a nursery after the initial allocation date.

Nursery Appeals

There is no formal appeal system if you do not get offered a nursery place.