



Squirrel Hayes First School

Policy Reviewed on	Sept 2017	Sept 2018	Sept 2019	Feb 2020	Sept 2020	Sept 2021	Sept 2022	Oct 2022	Oct 2023	Oct 2024
Policy Owner Signature	EJP	EJP	EJP	EJP	EJP	Sally Edwards	EJP	EJP	EJP	EJP
Policy adopted by the Governing Body on	Nov 2017	13.12.2018	Nov 2019	March 2020	Sept 2020	Sept 2021	Sept 2022	Oct 2022	24.10.2023	22.10.2024
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Version	01	02	03	04	05	06	07	08	09	10

Nursery Admission Policy

2025-2026

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Admission Arrangements for Squirrel Hayes Nursery 2025-2026

Your child can join our nursery for 15hrs free nursery education from the term after their 3rd birthday. We run a cycle of 3 term admissions;

- September
- January
- April

There are 26 places available overall for the 3 points of entry to our Nursery.

It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places and in this instance admission to Nursery will be determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of applications for admission to the Nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

- 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds which requires regular and sustained medical treatment or by other extreme exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the school rather than any other school.

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Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a recent professional's report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly explain why the child's circumstances are exceptional and why it is considered best that they attend the school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application

- 3) Children who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date; (for admission purposes, the children/ siblings must be living at the same **home address for the majority of the school week** 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.)
- 4) Children living within the catchment area of the school.
- 5) Children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Governors will allocate the available places in accordance with the

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remaining criteria. If for instance, all the catchment area children cannot be accommodated at the school, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who live in the catchment area and satisfy category (4), etc.

How to apply

The closing date for nursery applications will generally be the Friday before every half term, for a start date of the following term. Application forms are available on the school website, via the school office and a copy attached as Appendix A.

January Intake: (2026):

If your child is 3 years old by 31st December 2025, they are eligible to start our Nursery setting in January.

Please apply by 1st October 2025 .

April Intake: (2026)

If your child is 3 years old by 31st March 2026, they are eligible to start our Nursery setting after the Easter half term break.

Please apply by 1st February 2026.

September Intake: (2026)

If your child is 3 years old by 31st August 2026 they are eligible to start our Nursery setting in September.

Please apply by 1st May 2026.

Parents will be notified of the outcome of their application 4 weeks after the closing date.

Additional Notes

Attendance at the nursery will not guarantee admission to our Reception Class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority.

In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names the nursery will be admitted to our Nursery setting. This may reduce the amount of places available to other applicants.

Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school. It has also recently been extended to include those previously determined as Looked After

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Children. (That is, children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

The home address is considered to be the child's along with their parent/carers main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

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.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date they will be offered to the child at the top of the waiting list.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the Governor's complaints procedure.

30 Hours Childcare

Working parents in Staffordshire could receive 30 hours a week of funded childcare for their 3 and 4 year old children. The 30 hours childcare offer doubles the existing 15 hours of childcare funding currently available through Squirrel Hayes First School Nursery.

Squirrel Hayes First School work in partnership with Space Cadets who have an out of school provision and a pre-school setting based on the school site. Children can attend Squirrel Hayes First School in the morning and then can transfer to 'Space Cadets' pre-school for their afternoon sessions which is based in the same Foundation Stage Building. As stated above, parents may receive this additional afternoon care free of charge if they meet a certain criteria. Parents that do not meet the criteria have the option to pay for additional nursery care in the afternoon should you wish for your child to attend additional nursery sessions.

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How do I apply? - Parents must apply for a code on the HMRC website [Childcare Choices](#) who check and confirm eligibility. Parents who do not have internet access should contact the HMRC Customer Interaction Centre on 0300 123 4097.

What parents need to know about funded places - Parents can find out more on how funded hours could be taken, charges, when children become eligible, where to find childcare plus much more on Staffordshire County Councils [frequently asked questions page](#).

Version No.	Date of review	Reviewer	Changes Made
01	Sept 2017	EJP	New Policy - following supported guidance from LA.
02	Sept 2018	EJP	Reviewed
03	Sept 2019	EJP	Reviewed
04	Feb 2020	EJP	Updated application dates section.
05	Sept 2020	EJP	Reviewed
06	Sept 2021	Sally Edwards	Updated Oversubscription Criteria in line with the main school admission policy. Updated the 'How to Apply' section and added in additional information with regards to the 30 hours funding and wrap around care. Added in application form (Appendix A)
07	Sept 2022	EJP	Updated to reflect changes in 30 hours provision working in partnership with 'Space Cadets' private provider.
08	Oct 2022	EJP	Updated to reflect changes in private provision on school site.
09	Oct 2023	EJP	Reviewed and updated for clarification on oversubscription criteria.
10	Oct 2024	Full Governing Body	Reviewed and clarification made to over subscription criteria 3.

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Appendix A

Application for Admission to Squirrel Hayes First School Nursery Setting

Before completing this form, you should read the nursery admission arrangements provided on our website at www.squirrelhayes.staffs.sch.uk

CHILD’S DETAILS

Child’s Legal Surname:

Date of Birth:

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Child's Legal First

Name: Male:

Female: ☐Full Postal
Address:
(including
postcode)

NB: it is your responsibility to advise us immediately if these details change.Is your child a twin of triplet, etc (one of multiple birth)? Yes ☐ No

If yes, please provide the names of related applications:

Please tick each box as appropriate

Is this child in the care of a local authority?

Yes	No
☐	☐
☐	☐

Has the child previously been in the care of a local authority but has since been adopted (or become subject to a residence order or special guardianship order since being in public care?) **If 'Yes' to either of the above, please provide Social Worker and Local Authority contact details in the box below:**

Does this child have an Education, Health and Care Plan

Yes	No
☐	☐

(EHCP)

ELDER BROTHER OR SISTER DETAILS (where applicable)

It is important that you read and understand the admissions criteria for each of your preferred school/s. Please remember to attach any additional evidence to support your application if it is relevant and requested in the admissions criteria.

If there are any personal circumstances relating to your preference that you are not happy to disclose on this form, please tick the box and we will arrange to contact you. ☐

DETAILS OF PERSON COMPLETING THIS FORM

Surname:

Please

First Name:

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Relationship to
Child:

Contact Number:

Email Address:

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