Roxbourne Primary School

Roxbourne School Based Nursery Admissions Policy

Author	Headteacher
Link Governor (if applicable)	N/A
Review Cycle	Annually
Approved By	Governing Body
Date of Review	November 2026
Date of Next Review	November 2027
Requirement	Statutory

Aims
This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain that places are offered on a rolling basis: if a family applies and a place is available, we will make an offer

How to apply
For all School Based Nursery applications, an Online Application Form must be submitted. Roxbourne School Based Nursery Application Form
Applications can be made at any time of year. There are no application deadlines. Parents may apply up to 12 months before their preferred start date.

Attendance Patterns and Prices
Please find the attendance patterns we offer as well as the fees for parents who are not eligible for a government eligibility code, or for parents opting for 5 Core Days and therefore, the relevant fees for Breakfast Club and After School Care.



Published admission number (PAN)
The school has a published admission number of:

- **Baby Room (9 months - 2 years old):** 9 pupils in attendance at any one time
- **Toddler Room (2 years old - 3 years old):** 15 pupils in attendance at any one time
- **Pre School Room (3 year olds - 4 year olds):** 34 pupils in attendance at any one time

Rolling Admissions

- Places are offered on a rolling basis, as and when applications are received. There are no termly application deadlines or offer dates.
- When we receive a complete application and there is a place available in the relevant room for the requested start date, we will offer the child a place. We aim to confirm offers in writing within 5 school days of receiving the application.
- Children can start at any point in the school year, subject to a place being available and an agreed settling-in period. Funded early education hours will begin in line with the London Borough of Harrow's funding rules for the child's age and eligibility.
- Parents must accept an offer within 7 calendar days. If an offer is not accepted within this time, the place may be offered to another child.
- If there is no place available for the requested start date, the child's name will be added to the waiting list (see below). Where we know it, we will tell parents the earliest date a place is expected to become available.

Oversubscription criteria

- If there is a place available in the relevant room when an application is received, the child will be offered a place.

- In the event that there are more applicants than places available in a room at the time a place is allocated (for example, when a place becomes free and there are children on the waiting list), places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Criteria Number	Criteria Heading	Criteria Details
1	Children who are in **public care**	Highest priority will be given to l**ooked-after children and all previously looked-after** children who apply for a place at the school.
2	Children of **staff** of the school	Priority will next be given to children of **staff** at the school, in the following circumstance: - The member of staff has already commenced employment at the school at the time at which the child is due to start the school
3	Children who have a **sibling** who already attends the school and who will continue to do so on the date of admission (for this purpose "sibling" means a whole, half or stepbrother or -sister resident at the same address)	Priority will next be given to children with **siblings** on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4	All other children, in the order in which their completed applications were received (first come, first served)	Remaining places will be offered in the order in which completed applications were received, using the date and time the online application form was submitted.

Tie break
In the case of 2 or more applications that fall within the same priority group and were received at the same date and time, the school will use random allocation as a tie breaker to decide between applicants (this will involve drawing random sealed envelopes with the name of one child per envelope). This process will be independently verified.

Shared Care
If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application.

Waiting list
We will maintain a clear, fair and objective waiting list for children entering the School Based Nursery. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. After the priority groups set out in the oversubscription criteria (looked-after and previously looked-after children, children of staff, and children with a sibling at the school), children on the waiting list will be offered places in the order in which their completed applications were received (first come, first served).

Withdrawing an offer of a place
We will not withdraw an offer unless it has been offered in error, a parent has not accepted it within 7 calendar days, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

Further information
You can find details on nursery admissions and an application form on the following webpage: https://www.roxbourneprimaryschool.co.uk/page/?title=Nursery+Admissions&pid=107

Automatic Transfer to Reception
Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.