

Roxbourne Primary School



Roxbourne School Based Nursery Admissions Policy

Author	Headteacher
Link Governor (if applicable)	N/A
Review Cycle	Annually
Approved By	Governing Body
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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

How to apply

For all School Based Nursery applications, an Online Application Form must be submitted. Roxbourne School Based Nursery [Application Form](#)

Minimum Offer

Our current minimum offer is the **Core Offer**, which is 30 hours spread over 5 days (09:00 - 15:00).

Published admission number (PAN)

The school has a published admission number of:

- **9 months - 2 years old:** 9 pupils in attendance at any one time
- **2 years old - 3 years old:** 15 pupils in attendance at any one time
- **3 year olds - 4 year olds:** 30 pupils in attendance at any one time

Termly Intake

- Available places will be allocated on a termly basis. The school will issue a termly deadline (see below) for applications to the nursery for the next academic term.
- All applications received by the deadline will be considered for the places available.
- Any applications received after the published termly deadline will be considered for the next termly allocation of places (unless the applicant indicates otherwise) or parents will be notified of the outcome of their application in writing within 15 school days.

Start Date	Application Deadline Date	Offers Date
September Start	31st March at midday	Within 15 school days of the deadline.
January Start	31th August at midday	Within 15 school days of the deadline.
April Start	31st December at midday	Within 15 school days of the deadline.

Oversubscription criteria

- If the School Based Nursery is not oversubscribed, all applicants will be offered a place.
- In the event that the school receives more applications than the number of places it has available, 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 looked-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	The remaining places will be allocated to children who live closest to the school, using a straight line distance from the main entrance of the school to the main entrance to the child's home.	

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, 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. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, 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.

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions rounds.

Likewise, if there are spaces available in the age groups you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria.

Applications for in-year admissions should be submitted using our [Online Application Form](#).

You can find details on our in-year 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.