Leamington Hastings C of E Academy

Admissions Policy (Nursery)

Please note there is a separate admissions policy for entry into reception to year 2 at Leamington Hastings C of E Academy

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Policy Version	Date	Author	Changes
V1	September 2026	Suzanne Marson	Written as a new policy

At Leamington Hastings C of E Academy, our nursery is an integral part of the school and provides high-quality early years provision for children from a range of starting points. Children may join our nursery from 2 years 9 months, from the term of their third birthday, or during the academic year in which they turn four according to availability. Our provision within nursery is combined with the reception class within an Early Years unit, following the school's vision and a whole-school curriculum designed to support children's personal, social and educational development and prepare them effectively for the transition into statutory schooling. Places within our nursery are allocated in accordance with this admissions policy and are subject to availability. Attendance at our nursery does not guarantee admission to the main school, and parents must apply separately for a reception place in line with our Academy's admissions policy.

Age of Admission and Entry Points

Children may be admitted to the nursery at the following points:

From the term of their third birthday:
Children may start nursery from the term in which they turn three.
These children will be considered 'rising 3s' until the start of their pre-school year.

Pre-School Year:
Children may also join the nursery at the start of, or within, the academic year in which they turn four, for their pre-school year prior to starting reception.

With all applications, the Office Administrator must see a copy of the child's birth certificate.

Nursery Capacity

The nursery operates within staffing, space, and statutory ratio requirements. Places are allocated subject to availability within each age group and room. Our Early Years unit has capacity for 30 children in total, inclusive of both nursery and reception children.

We are a fully inclusive nursery and take children who have a wide range of needs. In line with safeguarding and health and safety requirements, places for children with additional needs will be considered on an individual basis and may require a risk assessment to ensure the nursery can meet the child's needs safely and effectively.

Admissions Criteria

Admissions to the nursery operate on a first come, first served basis. However, should multiple families apply for a space at the same time, the admissions criteria below will be applied.

a) Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

b) Siblings who live in the priority area of the academy

A child is considered in this category if a sibling is attending this academy or Dunchurch Boughton Junior CofE Academy at the time of application and will continue to do so at the time of admission i.e. at the start of the new academic year, and where the child lives at the same address as the sibling and is living within the priority area of the academy.

c) Siblings who live outside the priority area of the academy

A child is considered in this category if a sibling is attending this academy or Dunchurch Boughton CofE Junior Academy at the time of application and will continue to do so the time of admission i.e. at the start of the new academic year.

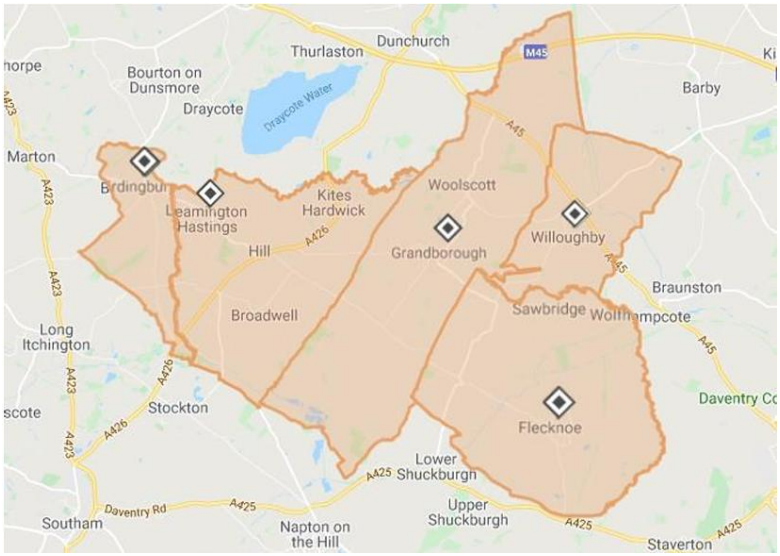
d) Children who live in the priority area of the academy and who have registered to attend Leamington Hastings reception (for pre-school places)

e) Other children who live within the priority area of the academy.

f) Other children who live outside the priority area of the academy, judged by distance from the academy.

Priority Area

The parishes of Leamington Hastings which includes Broadwell, Kites Hardwick and Hill; the parishes of Birdingbury and Willoughby; the parish of Grandborough which includes Woolscott; the parish of Flecknoe which includes Nethercote, Sawbridge and the CV postcodes of Wolfampcote.



Admissions Process

- Once a completed registration form has been received by the school office, the child will be added immediately to the registration list.
- The school office will contact parents on receipt on a registration form to indicate if a place is available.
- Places are offered subject to availability in the relevant age group and the unit.

If a family's preferred sessions are not available, the office will discuss alternative sessions that can be offered. Parents may choose to accept the alternative sessions offered or remain on the registration or waiting list until their preferred sessions become available. Session offers are made in line with nursery education funding deadlines and operational capacity.
Parents will be notified in writing when a place and sessions can be confirmed.

Nursery Education Funding and Charges

The nursery offers early education in line with the Code of Practice on the Provision of Free Nursery Education Places.

All children become eligible for Nursery Education Funding from the term after their third birthday, provided they are three before the end of March, August, or December.

Eligible families may receive up to 15 funded hours per week (for 38 weeks per year).
Some children may be entitled to an additional 15 funded hours, bringing the total to 30 funded hours per week, subject to eligibility criteria.
With parental permission, the Office Administrator will submit the funding claim on behalf of families. Where required documentation is not returned by the specified deadline, parents may be charged for the sessions attended until funding is confirmed.
Additional nursery sessions may be purchased subject to availability and may be charged where these fall outside funded entitlement.

Waiting Lists

When the nursery is full:

- Children who cannot be offered a place will be added to a waiting list.
- Waiting lists are maintained in line with the oversubscription criteria, not simply by date order.
- Being placed on a waiting list does not guarantee a future place.
- The decision of the Governing Body is final in all matters relating to the allocation of nursery places.

Further Information

This policy should be read in conjunction with:

- The Academy's Equal Opportunities Policy
- The Academy's Charging and Remissions Policy

These documents are available from the School office.

For further information or clarification regarding nursery admissions, please contact the school office.