

# Abbey Primary School

*Open Windows of Opportunity*

## Nursery Admission Policy 2026/2027



Vision 2030 will build on our achievements while setting a renewed and ambitious course for the years to come. Grounded in the highest expectations for every child, it will place a strong emphasis on excellence, ambition, and creativity across all areas of learning. Our commitment is to ensure that Abbey Primary continues to be a place where every child thrives, grows, and achieves their very best.

### Entry to Nursery

#### Application Process and Allocation of Nursery Places

Our school has three intakes each year, which are in September, January and April. However, it may be possible to start nursery at different points in the year, subject to the availability of places. Should you be offered a place and not wish to take it up immediately, you will remain on our waiting list for a vacancy later in the year.

Here at Abbey primary we have two Nursery provisions:

- If your child is aged between 2 and 3 they will go to the Willow Nursery
- If your child is aged between 3 and 4 they will go to the Acorn Nursery

Once placed – your child will usually stay in the provision until the following academic year.

#### ***Applications for a nursery place must be made directly to the school.***

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

- i. Children who have reached the school's agreed nursery admission age – before 1 September
- ii. Children who have reached the school's agreed nursery admission age before the following 1 January
- iii. Children who have reached the school's agreed nursery admission age before the following 1 April

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

- 1) Looked After and Previously Looked After Children
- 2) Children with Exceptional Medical or Social Reasons for Attending Abbey Primary School
- 3) Children of Permanent Staff Employed by Abbey Primary School
- 4) Children with a Sibling at Abbey Primary School
- 5) Children Living in Proximity to Abbey Primary School

Children attending nursery have no priority for admission to Reception. 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. Parents will need to make a separate application for a place in Reception.

#### Returning Your Nursery Application Form

Application forms should be returned to the school office normal school hours together with supporting evidence.

## **Supporting Evidence**

We will need to have sight of the originals of the following in order to support your application:

- Evidence of address – items such as a utility bill, bank statement or current council tax. If you are a council tenant a copy of your tenancy agreement would be acceptable.
- Copy of your child's birth certificate (full copy) or passport.

## **Nursery Application Closing Date**

The closing date for applications will be published on the school's website. Applications made after the closing date will be considered after those received on time.

## **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.

## **Acknowledgement of Nursery Applications**

A holding email will be sent to acknowledge your application.

## **Notification and Acceptance of Nursery Offers**

The results of applications will be emailed a week after the closing date. 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. Should any vacancy arise after the initial allocation then spaces 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 has reached the school's agreed nursery age and we are already full.
- The waiting list will be ranked according to the school's admission criteria as previously set out.

## **School Day**

### **Funded Hours**

If your child is entitled to funded hours these will be:

15 hours

Morning (8:30-11:30) or afternoon session (12:15-3:15)

30 hours

All day (8:30-2:30)

### **Additional Hours**

All parents have the option to pay for additional hours. Please see 'fees document' on the website for rates.