Castleview School

Nursery Admissions Policy

2025 - 2026

Date policy created	**January 2023**
Date policy reviewed:	**September 2025**
Date of next review:	**September 2026**

**This Admissions Policy relates solely to admissions to the School's nursery. There is a separate Admissions Policy for all other admissions to the School including Reception. A place in the nursery does not guarantee a place in Reception. A new application will be required for entry into Reception*

1. Introduction

1.1 The Nursery at Castleview School has 52 places (26 pupils per session) of 15 hours.

Option 1: Morning 8:45am – 11:45am (15 hour funding)
Option 2: Afternoon 12:15pm – 3:15pm (15 hour funding)
Option 3: Monday to Friday 8:45am to 3:15pm (30 hour funding)
Option 4: Monday to Friday 8:45am to 3:15pm (15 hour funding + additional paid 15 hours)

1.2 The Governing Body has sole responsibility for admissions to the Nursery and intends to admit up to 52 children in the school year, (26 pupils per session) which begins on 1st September 2023. The arrangements for the allocation of places in the Nursery are set out in the Appendix to this policy. Applications are welcome for consideration from families whose child reaches his/her 3rd birthday, the term before starting Nursery.

1.3 Nursery places will be allocated in accordance with the oversubscription criteria on;

- 20th April 2026 for Pupils eligible to begin Autumn Term 2026
- 3rd November 2026 for Pupils eligible to begin Spring Term 2027
- 26th April 2027 for Pupils eligible to begin Autumn Term 2027

1.4 Places will be prioritised in accordance with the oversubscription criteria below for candidates

1.5 Applications received after the closing date and those with documentation missing will be considered only after the initial allocation of places has been completed.

2. Oversubscription Criteria

Where there are more applications than the number of places available places will be offered according to the following order of priority:

1. Looked After Child (in LA care) or who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. This includes a previously Looked After Child who was in state care outside of England but ceased to be in state care as a result of being adopted.
2. Children with an Educational Health Care Plan (EHCP) where Castleview School is named
3. Children who will have a sibling attending the nursery or the main school at the time of admission
4. Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person, such as a doctor or social worker, and returned with the application form.
5. Proximity of the applicant's home to the school, to those living nearest distance measured from the home post code to the school's post code.

3. Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places will be decided by the drawing of anonymous lots. This will be supervised by two people who are independent of the School.

4. Application Procedures and Timetable

4.1 To apply for a place at this nursery, in the normal admission round, you must complete the nursery's application form. The nursery application form can be accessed through the School's website. It can also be obtained from the school by collecting it from the office or requesting an emailed application form.

4.2 **Applicants must provide proof of residence**. This will consist of a **current utility (within the last 6 months) bill AND two** of the following:

- Current council tax demand notice
- Council/Housing Association rent book for the current year
- Tenancy agreement from a private letting agency for a minimum period of 12 months
- Letter from Social Services or Housing Department confirming placement at your address
- Child benefit book/notification
- Letter from National Asylum Support Services
- A letter from a government body, such as DWP or HMRC confirming the address

4.3 To enable the Governing Body to have all relevant information before it in order for governors to make an informed decision on whether to offer a place, applicants are asked to submit the following forms (if applicable):-

- Eligibility code for +15 hours (where necessary)
- Eligibility code for +30 hours (where necessary)
- Evidence of exceptional need (where necessary)

4.4 Applications received after the application dates (see 1.3) and those with documentation missing will be considered only after the initial allocation of places has been completed.

If you do not provide the information required in the nursery application form and return it by the closing date, together with all supporting documentation, it is likely to affect your child's chance of being offered a place.

5. Waiting List

Candidates who are not offered a place at the nursery will be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Each time a child is added to the waiting list, the list will be re-ranked in order of the oversubscription criteria.

If a place becomes available during the school year, the place will be offered to the candidate at the top of the waiting list at that time.

The waiting list for admission will operate throughout the school year and will be held open until the end of the academic year. If a candidate on the waiting list is not offered a place during the academic year, a new application will need to be made for the following academic year. While a child is on the waiting list, any change in circumstances must be notified to the School in writing (at which point applicants may be asked to provide a fresh proof of address).

Inclusion in the nursery's waiting list does not mean that a place will eventually become available.

6. In-Year Applications

6.1 An application can be made for a place for a child at any time outside the admission round.

6.2 Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

6.3 If there are no places available, the child will be added to the waiting list (see above).

7. Right of Appeal

If a candidate is not offered a place at the nursery, there is no right of appeal