



## Admissions Policy 2026-2027

### Introduction

Crosshall Nursery ('the Nursery') is part of Crosshall Infant School ('the School') providing education for 3 and 4-year-olds. The nursery is committed to providing as many places as possible to children from the local community. All places are subject to availability and staffing.

The core offer is for 3 to 4 year olds who will access 15 hours free provision for 38 weeks a year. Some children may be entitled to funding for 30 hours. Further information on eligibility may be found at <https://www.gov.uk/get-free-childcare-if-youre-working>

In order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of oversubscription.

The Nursery places no constraints on who may apply for entrance to the Nursery, and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

All Nursery places are funded by the Government. The Nursery makes no charge in relation to the free entitlement to 15 or 30 hours of Nursery provision.

This document sets out to clearly state the following regarding admission to Crosshall Nursery:

- ◆ Admission criteria applying to an application.
- ◆ Prioritising in the event of oversubscription.
- ◆ The method of applying and the way in which the application will be handled.

We are committed to all families having equality of opportunity. Please see our Diversity and Equality policy which is available on the school website



### **Definitions**

**Parent** - all biological parents, whether they are married or not. Any person who has parental responsibility (adoptive parent, step-parent, guardian or other relative) or who has care of a child or young person.

**Sibling** - is defined as brothers or sisters, including step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

**Home address** - is to be taken as the address of the adult(s) with parental responsibility with whom the child normally lives. The home address is that which applies at the time of application. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident. Where children spend equal time with both parents, the address used will be the one most advantageous to the application. Changes of address occurring shortly after application can normally be taken into account if notified in writing to the School. Places cannot be allocated on the basis of intended future changes of address, unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available.

**Nearest the Nursery** - in oversubscription criteria, will in each case be measured in a straight line to the home address from the Nursery using Google maps which locates the address by postcode.



## Admission Criteria

Children are eligible to join the nursery, the term following their 3<sup>rd</sup> birthday. (January, April or September).

All applications must be made using the application form available from the School office or from the School website [www.crosshallinfant.co.uk](http://www.crosshallinfant.co.uk).

It is vital that applications are made as early as possible in order that the Nursery can process them and let parents know where they stand well before their child is due to start Nursery. If we are unable to offer a place this will ensure that parents have time to make alternative arrangements. We therefore will not prioritise any late applications until all timely applications have been offered a place and decided to accept or reject it.

## Nursery Offer

We have 40 spaces available each day between the hours of 9am – 3pm. We are able to offer places to children taking up their entitlement to universal/extended government funded hours of up to 15/30 hours per week.

Every child must attend the nursery for a minimum of 15 hours per week. The hours can be a mix of mornings, afternoons or full days.

Kids Club can provide before and after school care between the hours of 8am–9am and 3pm–6pm for an additional charge. Please see the Kids Club Admissions Policy [www.crosshallinfant.co.uk](http://www.crosshallinfant.co.uk)

There is no provision for 'banking' unused time. Days off for illness or any other reasons cannot be refunded.

| Provision         | Timings                           | Cost                                                              |
|-------------------|-----------------------------------|-------------------------------------------------------------------|
| Morning Session   | 9am – 12pm<br>(no lunch)          | Fully Funded                                                      |
|                   | 9am – 12:30pm<br>(lunch included) | Fully Funded<br>Lunch is an additional charge<br>of £2.70 per day |
| Afternoon Session | 11:30am – 3pm<br>(lunch included) | Fully Funded<br>Lunch is an additional charge<br>of £2.70 per day |
| Full Days         | 9am – 3pm                         | Lunch is an additional charge<br>of £2.70 per day                 |



### Allocation

Nursery places will be allocated according to when your child is due to start with us.

|                |                                       |
|----------------|---------------------------------------|
| September 2026 | Allocated by the end of June 2026     |
| January 2027   | Allocated by the end of November 2026 |
| April 2027     | Allocated by the end of February 2027 |

The School would naturally welcome being kept up to date regarding any changes in circumstances (e.g. an impending move from the area or decision to go to another school) in order that we can be as fair as possible to others on the waiting list.

**IF AN OFFER IS MADE** the applicant is to confirm, within 10 working days of the date of the offer being made, that they wish to take up the place. In the event of oversubscription, and in fairness to those on the waiting list, the Nursery must know quickly how many places will be taken, so that spare places can be offered to others. We would not expect applicants to hold more than one Nursery offer.

If we do not receive a reply to the offer we will consider this as rejecting the place. We will of course attempt to contact applicants before doing this.

Where there are more applications than places, children will be allocated places according to the following priority order:

1. Children who are either 'Looked After', have an Education Health and Care Plan or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Children who have a sibling, (as defined by the Children Act 1989), at Crosshall Nursery or Infant School or Crosshall Junior School, at the date of application.
3. Children of staff where the member of staff has been employed by the Crosshall Infant School or by Crosshall Junior School, for two or more years at date of the application for admission to the Nursery is made.
4. All other children.



In the event that there are more children in any category than there are places available, places will be prioritised and awarded to children who live nearest the Nursery.

### **Oversubscription Criteria**

Whilst we will endeavour to allocate your preferred session, in the event of oversubscription places will be awarded on the basis of the admissions criteria.

Applications will be kept on a list in accordance with the admissions criteria and parents will be contacted in accordance with that list, should a place become available subsequently for the preferred session.

### **Early Years Funding**

All children are eligible for 15 hours funded childcare from the term following their 3<sup>rd</sup> birthday.

Some working families may qualify for funding for a further 15 hours under the Governments 30 hours free early years education and childcare scheme.

Further information on eligibility and how to apply can be found at [www.gov.uk/get-free-childcare-if-youre-working](http://www.gov.uk/get-free-childcare-if-youre-working)

It is the parent's responsibility to establish if they are entitled to 15 / 30 hours.

For those parents who are eligible for 30 hours they must ensure that the 30 hour eligibility code is provided to the school office as soon as possible.

It is the parents responsibility to ensure they revalidate their code every 3 months, prior to the next school term. Failure to revalidate your code, may result in funding not being received and a charge being made for your child's nursery place.

Parents of children who do not qualify for the 30 hour entitlement can exceed their 15 hour entitlement, but additional charges will be invoiced.

Please be aware that any funded hours claimed at other settings (including holiday clubs) prior to starting at Crosshall Nursery, may impact on the number of hours that can be claimed in the next term with us at Crosshall Nursery. When Crosshall Nursery is notified by the Early years team that there has been an over claim of funded hours, the reimbursement of these hours will need to be repaid. The school will work with the families to assist with any repayment plans to accommodate this.



### **Transfer to Crosshall Infant School**

Although the Nursery is part of Crosshall Infant School, there is no automatic entry to Reception Year. Parents must apply and register for the Infant School separately in accordance with the School's Admissions Policy. Children attending Crosshall Nursery have higher priority in the Infant School Admissions Policy. It is not a requirement to have attended the Nursery in order to be able to apply for a place at Crosshall Infant School.

All applications for Reception school places must be made directly with the Local Authority.

### **NOTICE PERIOD**

If parents wish to amend or cancel their booking then 1 months' notice will be required in writing (summer holidays do not count as the notice period).

If you wish to withdraw your child from the setting, 1 months' notice will be required in writing. During this one months' notice the funding will be claimed by the Nursery.