CHURCH GRESLEY INFANT & NURSERY SCHOOL

Admissions Procedure

Reviewed by: Mrs E J Cripps

Reviewed date: February 2026

Next review date: January 2027

This admissions policy was approved by governors

Signed: ……Date: …… Minute Number:……

Admissions Policy for admissions during the year 2027-2028

Nursery:
Church Gresley Nursery is an integral part of Church Gresley Infant School. It has 52 places per session for children from the age of 3 and our opening times are from 8.35am until 3.25pm. Our sessions are funded by the Department for Education (DfE) and there is also an option to purchase additional hours to complement funded sessions. We work in partnership with local early years and before/after school providers to ensure that your childcare needs can be met.

Children can start at our nursery the term after their third birthday. We offer 52 universal (15 hours) of 5 am or pm sessions and up to 26 places for extended (30 hours) free early years education entitlement, depending on availability and following our admissions criteria listed below.

Parents and carers can decide to take up all or some of their entitlement with us, however, we state that there must be a minimum of 5 funded sessions taken at our school.

We offer parents the opportunity to buy additional nursery hours. These sessions complement the 15 or 30 hour placements and are allocated dependent on availability of hours and considering the needs of the child.

For example, if a child attends for 30 hours, they could access another 4 hours 10 minutes , equivalent to 50 minutes per day at a weekly cost of £24.50.

A contract will be drawn up for purchasing hours and is supported by our Administration of Additional Hours policy which can be found on our website.

Admissions Register:-
An admissions register is to be kept for nursery entrants. This will comprise of a waiting list for eligibility.

Criteria for admission to Nursery Classes:-

a) Children of 3 years old or above- in date of birth order.
b) Children who are 3 years old or above and have a safeguarding plan or are classed as Looked After- in date of birth order.
c) Children who are 3 years or above and have Special Needs, in date of birth order.
d) Children of 3 years and above who are in our catchment area- date of birth order.
e) Children of 3 years and above who have siblings in school, in date of birth order.
f) Out of area children aged 3 or above, but wanting to attend our infant school.
g) Out of area children aged 3 or above.
h) Children whose parents and carers qualify for the government 30 hour funding will be given priority for one of the 26 full-time places.

Criteria for admissions is followed regardless of when the child's name was put on our waiting list. However, after confirmation letters have been sent out for that intake period, it is 'locked down' and from then to the end of that term, places are allocated dependent on availability.

In the case of oversubscription at time of organisation of intake, priority will be given to children using the above criteria.

If there is not a place available for a child who is eligible for nursery funding, Nursery will contact the parents informing them of this as soon as is possible, and providing a future date when their child will be offered a place or, if available, the option of reduced sessions. We will also work with you to help

you find alternative provision if needed, through our collaborative work with local early years providers.

Once confirmation has taken place, the intake period is 'locked down' as the new starter induction process begins. If a new family requires a place then this will be allocated dependent upon availability and then the intake is 'locked down' again and so on.

Parents are expected to respond and accept the place within the time limit set, otherwise they will be taken out of the intake period and their child's place will be re-allocated to the next child on the waiting list.

Procedure for all Nursery admissions: -

a) Parents and carers to complete an admission form (from 2 years of age) or a waiting list form (up to 2 years of age), which are available on the school website or directly from the school office.
b) When the form is completed, parents and carers should bring it to the school office with the child's birth certificate for the School Administrators to check- (a legal requirement).
c) Parents and carers are notified by letter when a place has been allocated for their child, usually a term in advance, and they are invited to a meeting to outline the admission arrangements. All children must visit the school with their parent or carer, prior to admission and all required paperwork must be completed and processed by the school.

   Notification times:

   September starters – by end of May

   January starters – by end of October

   Easter starters – by end of February

d) Parents and carers who qualify for the 30 hour funding must secure a code from the DfE and complete the Additional Entitlement Consent form required by the school in the term prior to admission. Without the code, a child will be unable to access the full-time provision at our school. Parents and carers must ensure that they renew this code before the DfE deadline, currently 3 months to ensure that their child remains eligible. If parents and carers cease to become eligible, there is a grace period.
e) Payment for the 4 hours and 10 minutes weekly top up must be paid a term in advance.
f) Parents and carers will be provided with a written overview of the weekly attendance pattern for their child.

The Governing Body monitor and review all provision at the Nursery School and determine any changes necessary, based upon sustainability and funding issues and have the final decision making duties regarding any issues raised.

PLEASE NOTE FOLLOWING IMPLEMENTATION OF THE GOVERNMENT'S 30 HOURS CHILDCARE INITIATIVE, THIS POLICY IS SUBJECT TO CHANGE IN RELATION TO SUSTAINABILITY AND VIABILITY.

Criteria for admission to Infant Classes: -

Admission to Reception:
Parents and carers must apply directly to the local authority, Derbyshire, to secure a place for their child by January 15th when the child's 5th birthday falls in the next academic year, September 1st to August 31st. The LA is directly responsible for the allocation of school places as the school currently has

no control over this process. The school's standard number (PAN) for the admission of children of **Reception** age during any school year is currently set by the LEA at 90.

1. Children with an Educational Health Care Plan which specifically names our school in the EHCP
2. Children classed as Looked After
3. Children living in the normal catchment area with siblings at Pennine Way Junior Academy or Church Gresley Infant and Nursery School at the time of application.
4. Children in the normal catchment area without a sibling at Pennine Way Junior Academy or attending Church Gresley Infant & Nursery School.
5. Children not in the normal catchment area, but with siblings who attend Pennine Way Junior Academy or Church Gresley Infant & Nursery School, at the time of applying.
6. Other children whose parents have requested a place.

Individual pupils who have learning difficulties and/or a physical or sensory impairment and whose special education needs can best be met in the school, will be given priority where so determined by the authority in consultation with the governing body."

Further details can be found in the Derbyshire publication: "Applying for a Primary School Place" and on the Derbyshire website.

Parents will be notified by the LA of the name of the school that their child has been allocated a place in April, prior to starting school full time in the following September.
If your child has been allocated a place at Church Gresley Infant and Nursery School, we will contact you by letter to request that you confirm that you will be accepting that place. If you fail to obtain a place because of over-subscription, then all appeals are dealt with by the local authority and staff at our school are not allowed to directly support parents and carers in this process.
Children starting school in reception will attend a number of induction visits during the summer term prior to entry. They will have a one week phased start in September, enabling them to get to know the staff and routines better.

Mid-Year Admissions:
Should your child already be in full-time education and you are looking to move him/her to Church Gresley Infant and Nursery School, it is a requirement that parents/carers apply directly to the Local Authority where you live. The school's Local Authority (Derbyshire) will then be contacted and your application will be considered as an in-year application.

Transfer to Junior Education:
The children leave Church Gresley Infant and Nursery School in July, at the end of Y2. They will transfer to a junior or primary school. Most children transfer to Pennine Way Junior Academy. The same admission arrangements apply. The two schools work closely together to ensure that the transition from infant to junior education runs smoothly and that the children feel safe, happy and secure in their new school.

ALL INFORMATION IS CORRECT AT TIME OF PUBLICATION AND MAY BE SUBJECT TO CHANGE.