



# **KING'S OAK PRIMARY SCHOOL**

## **NURSERY ADMISSIONS POLICY**

**September 2025**

**Policy prepared/reviewed by: Thurka Balendran / Ian Hutchings**

**Policy reviewed and approved by: Governing Body**

**Date of approval: September 2025**

**Date of next review: September 2026**

**The Admissions Policy is a statutory policy.**

**This school is committed to safeguarding and promoting the welfare of children and young people  
and expects all staff and volunteers to share this commitment**

**Purpose:**

The policy and regulations for admissions are determined by the school, in consultation with the Local Authority in consultation with all of its schools. As required by the Education Reform Act 1988, the standard number of places at King's Oak Primary School is reviewed annually.

**Criteria:**

If spaces are available, we are able to admit children in the term after their third birthday. In some cases, when places are available, we may admit rising threes i.e. children who will turn three during the term in which they start.

The offer of places for September will coincide with the Local Authority offer of Reception class places, normally at the end of the Spring Term or early in the Summer Term.

The offer of places for January will take place in the Autumn Term.

The offer of places for April will take place in the Spring Term.

Children are expected to attend for at least a term.

If applications exceed the number of available places, King's Oak Primary School Nursery will apply the following Local Authority criteria, in the following order, when making allocations:

1. places will be offered firstly to Looked After Children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
2. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired infant or junior school) at the time of admission;
3. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
4. the remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

When filling remaining places mid-term, we use the previous term's waiting list first.

Please note the following:

- Places can only be offered to children resident in other local authorities once children resident in Kingston have been offered a place.
- King's Oak Primary School Nursery can admit children each term if places are available.

- Parents will be asked for the child's birth certificate and proof of address.
- Unsuccessful applicants will be considered with the next group of applicants.

**It should be noted that a place at King's Oak Primary School Nursery does not automatically guarantee a place at King's Oak Primary School.**

It should also be noted that we are unable to permit pupils to continue with any allocated place at King's Oak Primary School Nursery beyond the end of the scholastic year (July) in which s/he turns four years old e.g. when the child turns four between 1<sup>st</sup> September and 31<sup>st</sup> August of an academic year, the placement ends at the end of the summer term for that academic year. Parents will then be eligible to apply for a place for the child at King's Oak Primary School, via the Local Authority admissions process.

This aspect of the admissions policy allows King's Oak Primary School Nursery to operate in line with the admission age and criteria for Reception classes at schools within Kingston Borough.

#### **Outside Kingston Borough:**

Parents of children who choose schools outside Kingston Borough should be aware that this may mean that their child's place at King's Oak Primary School Nursery may end a term or more prior to their child being admitted to Reception class in an infant school. As such, King's Oak Primary School Nursery recommends that all parents who choose schools outside Kingston Borough familiarise themselves with admission age and criteria for their Local Authority.

#### **Absences:**

Where a pupil has been on a long term absence and fails to return on the agreed return date and no mitigating circumstances, such as illness certified by a Doctor, have been offered, schools have the power to remove the child from the school roll. If the child does not return on the agreed date, the school will contact the family by phone and if there is no reply a letter will be sent.

Pupils returning to a Kingston school who have been taken off roll will be re-admitted to the school only if the school has a place available. Where a place is not available, the parents must apply for a place at an alternative school. The Admissions Team can be contacted for advice relating to schools in which there are vacancies, on 020 8547 5004.

#### **30 Hours Offer**

We offer 30 hours Early Years Education to eligible families. A charge will be levied for hours attended in excess of 30 hours, so parents can agree with the school either that the child attends 4.5 days (Friday half day) or they pay top up.

Arrangements apply for the term agreed and can then be renegotiated if appropriate. The charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places, Governors will have regard to the guidance provided by the Local

Authority.

Places will be allocated to children already receiving early education funding at the Nursery in the first instance. If more children require additional hours than are available, places will be allocated on a first come, first-served basis.

If places remain unfilled and 30 hour places are offered to children not already receiving early education funding at the Nursery, places will be allocated using the Nursery admission criteria. All parents/carers will be reminded to complete a new application for admission to Reception.

While we can offer 30 Hour places, the school will, at all times, reserve some places for children transferring to Nursery from our Pre-School. In addition, families seeking their statutory entitlement of 15 hours of Free Early Education and who meet our admissions criteria will take priority over new applications for 30 hour places or fee paying places.

### **Fee-paying Nursery Provision – Top Up Places**

A charge will be made to cover the cost of providing Early Years Education in excess of the 15 hours per week funded by the Local Authority. As this is deemed to be an optional extra, the parents' agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places, Governors will have regard to the guidance provided by the Local Authority.

Paid for places will be allocated to children already receiving early education funding at the Nursery in the first instance. If more children require additional hours than are available, places will be allocated on a first come, first-served basis.

If places remain unfilled and fee-paying places are offered to children not receiving early education funding at the Nursery, places will be allocated using the Nursery admissions criteria. All parents/carers will be reminded to complete a new application for admission to Reception.

While we can offer fee-paying places, the school will, at all times, reserve some places for children transferring to Nursery from our Pre-School. In addition, families seeking their statutory entitlement of 15 hours of Free Early Education or who are eligible for 30 hours Early Years Education and who meet our admissions criteria will take priority over new applications for fee paying places.

### **Appeals:**

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at King's Oak Primary School, via the School Office.

### **Responsibilities:**

The Governing Body is responsible for ensuring that the school complies with legislation and

that this policy and its related procedures and strategies are implemented. The designated committee of the Governing Body, in this instance the Premises and Resources Committee, have responsibility for monitoring and reviewing the on-going impact of this policy. The Headteacher is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities and are given appropriate training and support.

**Arrangements for monitoring and evaluation:**

This policy will be monitored throughout the year and evaluated following the completion of each admissions process. The number of students on roll and number and reason for unsuccessful applications or appeals will be reported to the Governing Body each term with advice on any implications.

**Review:**

This policy is a statutory policy and is reviewed every year.