



NETTLEWORTH INFANT SCHOOL AND NURSERY ADMISSIONS POLICY



We nurture, we flourish, we achieve

Reviewed by:	Lucy Jones
Reviewed:	October 2025
Next Review Date:	October 2026 (or sooner in response to significant change in legislation and / or whole school practice)
Approved/Ratified by:	Staff and Governors at Nettleworth School

Admissions into Nursery

- The school has a thirty nine place Foundation Unit and children attend for half day sessions, 15 hours per week (3 hrs each morning). Children are admitted into the Foundation Nursery the term after they are aged 3 in September (Autumn Term), January (Spring Term) and April (Summer Term).
- Parents who have registered their child(ren) for a part-time nursery place are contacted the term before they are due to start in the Foundation Unit and arrangements made for their child to attend induction sessions. All sessions are held in schools Nursery Unit.
- Parents/carers wishing to register their child may do so from 6 months' old by putting their child(ren) on the waiting list. Please contact school direct on 01623 455940 or alternatively call in at the school office to collect our Nursery application form.

Admissions Procedure

- Parents are informed by telephone call/letter that there is a Nursery place available from Nettleworth School.
- The first visit is for 60 minutes accompanied by a parent/carer. The group leader shows them round the Nursery and talks about the general procedure and any concerns they may have. Parent/carer visits the school office with the birth certificate. Emergency contact numbers are checked and any medical problems discussed.
- On the second visit the child is delivered to nursery and met by the group leader. If the child has settled well the second visit is extended to the end of the session.
- In the majority of situations and if the child has settled in then he/she comes for the whole of the session on the third visit.

Starting School: Admission to the Infant School

Even though the child may attend Nettleworth's Foundation unit (F1), parents still have to apply for a full time place in school.

If parents live in Nottinghamshire, they must apply for a school place through Nottinghamshire County Council. A letter will be sent from the LA (Local Authority) with details on how to apply and deadlines etc. Parents may choose any school for a full time place but standard admission criteria will be applied.

All Nottinghamshire schools admit pupils at one point of entry. Children will be admitted to full-time school in the **September following their fourth birthday.**

Children born from 1 April to 31 August – known as summer born children – do not need to start school until the September after their fifth birthday, a year after they could first have started school. This is when summer born children reach compulsory school age. This advice is to help you decide what would be best for your summer born child.

It does not apply to children with education, health and care (EHC) plans. If your child has an EHC plan and you wish them to start school in reception (not year 1) when they are 5, you should discuss this with your local authority.

Admission Criteria

Standard reception criteria: infant and primary schools 2026-2027

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
5. Children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principle entrance to the main administrative building of the school. In the event of two distances being equal, the Local Authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn by a person independent of the admissions team.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Special consideration for all year groups

Nottinghamshire County Council will consider applications for community and voluntary controlled schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

- For information provided before the closing date for intake applications, the appropriate designated officers will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date the appropriate designated officers will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Admissions to year groups other than intake year

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size restriction will also need to be considered.

If places are available, the child will normally be admitted to school.

Summer Born Children

The parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. The process is outlined above. Parents should discuss the request with the headteacher of each of their preferred schools.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented or has experienced ill health. Parents considering delaying their child's admission should submit their request for community and voluntary controlled schools in Nottinghamshire to Nottinghamshire County Council's school admissions team. This request should be made alongside the formal application for a school place that is made to the child's home local authority by the closing date (15 January for reception age/year 3 places; 31 October for secondary school places).

Nottinghamshire County Council, as the admission authority for community and voluntary controlled schools, is responsible for making the decision about which year group a child should be admitted to and designated officers will consider the circumstances of each case, the child concerned and take account of the views of the headteacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were for not being born prematurely.

Transfer from Nursery to School

- The Head Teacher goes through the list of children with the Nursery staff noting any special issues or requirements that need to be addressed for any individual children.
- The children are placed in infant classes with regard to:
 - The number of children in each class
 - An even spread of children with individual requirements, for example, vulnerable (including those in receipt of pupil premium grant)/looked after children, children with behavioural issues, special educational needs and highly able children.
 - An even spread of boys and girls
 - Consideration to previous/future relationships with particular children who are already in school.
 - Children who need to be parted or kept together.
- Receiving staff and Nursery staff are given the list.
- Letters are given to parents. Parents are invited to a pre-school meeting where they meet the Foundation 2 teaching staff.
- Nursery staff bring over the children prior to the official starting date at a mutually convenient time. The length of these visits varies with each individual class.
- Class dojo is used to send messages and photos to parents to know that their children are happy and settled in school.
- Structured Conversations take place between the class teacher or key worker in Nursery, early in the first half term to allow parents the opportunity to discuss their child in detail, their family circumstances and any concerns that they may have.