



Admissions Policy

Policy produced: October 2025

Review date: October 2028

Approved by the Governing body:

Aims of the Admissions Policy:

Abercromby Nursery School is committed to a fair and open admission system to all children and their families, providing equality of opportunity for children of all needs. We aim to work with children from the area immediately surrounding the school, as well as children from other areas of the city.

Applying for a Place

- Applications should be made directly to Abercromby Nursery School by parents/carers and outside agencies, e.g. social services and can be received at any time.
- Abercromby Nursery School takes children from 2 years old. If a child is younger than this, parents/carers will be asked to fill in an enquiry form providing information for our electronic waiting list.
- The electronic waiting list is used by admin staff to inform our place allocation – see criteria below. The admin staff will advise the family of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the school.
- If a place is available, in the term before a child is due to start, the family will be contacted to see if they still want the place. If they do, arrangements will be made for a Home Visit, an admissions pack given and the family invited to a Welcome Meeting led by the Head Teacher.
- Before children start, all forms in the admissions pack, which includes the council purple admissions form and consent forms, must be completed and returned.
- Families must also provide the child's birth certificate or equivalent e.g. passport.
- Parents will receive a copy of the Abercromby Nursery School Handbook, which is also available in Arabic.

N.B. Requesting a place and completing an application form does not ensure that a place must be offered.

Admissions Criteria:

Nursery places are awarded according using the following criteria in order:

1. children classed as being "looked after" (all schools must have this as a top priority)
2. children with an Education, Health and Care Plan
3. children who are eligible for either Early Years Pupil Premium or the funding for disadvantaged 2 year olds to receive a 15-hour place

For children eligible for the universal 15 hours for 3 year olds, the 15 hours funded hours for working parents of 2 and 3 year olds, the following criteria will also apply:

4. children who have a brother or sister at the school already
5. date of application

Places and hours available:

In Oak Tree Room (for children who turn 4 during the academic year)

There is space for 30 children at a time. These can be:

- Children aged 3-4 years entitled to a universal offer of 15 hours funded education a week (all 3-4 year olds are entitled to a place in the term following their 3rd birthday)

- Children aged 3-4 years, where both parents work the equivalent of 16 hours at the minimum wage (or where a single parent works 16 hours), who are entitled to an additional funded 15 hours, taking their total hours up to 30. This is subject to availability.
- Summer born children who turn 4 between 1st April and 31st August and who would normally take up a Reception place at a primary school in the September following their 4th birthday. These children can defer their Reception place for a year due to their relatively young age.
- Children aged 3-4 whose families wish to pay for extra sessions, subject to availability

In Willow Tree Room (for children who are 2 and children who turn 3 during the academic year)

There is space for 25 children with a maximum of 12x 2 year olds at any one time. These can be:

- Children aged 3, who are all entitled to a universal offer of 15 hours funded education a week (all 3-4 year olds are entitled to a place in the term following their 3rd birthday).
- Children aged 3 where both parents work (or where a single parent works) the equivalent of 16 hours at the minimum wage, who are entitled to an additional funded 15 hours, taking their total hours up to 30. This is subject to availability.
- 2 year olds, whose families are in receipt of certain benefits, who are eligible for 15 hours funded education.
- Children aged 2-3 who wish to pay for sessions, or extra sessions on top of their funded hours, subject to availability
- Children aged 2-3 where both parents work (or where a single parent works) the equivalent of 16 hours at the minimum wage, who are entitled to funded 30 hours (from September 2025), subject to availability.

Sessions Available:

In **Oak Tree**, children can choose between attending:

- **Mornings**, Monday to Friday:
8.30 am – 11.30am
- **Afternoons**, Monday to Friday
12.15pm – 3.15pm
- **Full Time** (30 hours)
Our 30 hours are offered over 4.5 days as follows:
Monday to Thursday 8.30am – 3.15pm, Fridays 8.30am – 11.30am.

In **Willow Tree**, children can choose between attending:

- **Mornings**, Monday to Friday:
8.30 am – 11.30am
- **Afternoons**, Monday to Friday
12.15pm – 3.15pm

- **Full Time (30 hours)**

Our 30 hours are offered over 4.5 days as follows:

Monday to Thursday 8.30am – 3.15pm, Fridays 8.30am – 11.30am.

Paying for extra sessions

- Extra sessions can be purchased at £5.50/hour subject to availability
- If parents/carers wish their child to attend all week this would cost £94.00 for the additional.
- Any additional hours must be paid for monthly, at the start of the month.
- At Abercromby Nursery we understand that the cost of extra childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children, with fully qualified and trained staff is not cheap and to ensure the continued high standards and sustainability of the school, it must ask that parents/carers respect its policy with regard to fees.
- If fees are not paid promptly, Abercromby Nursery School reserves the right to withdraw any fee paying place with immediate effect.

Settling In

All children are different in their ability to cope with new experiences and change. Our aim is to support each child and their family to ease the transition into starting Nursery, to make this as positive an experience as possible. We do not have a “one size fits all” approach to settling in children, but will work with families to find the most suitable solution. Our attachment friendly approach typically includes:

- Children being encouraged to visit the class with their parents/carers before they start, to explore all that is on offer, and become familiar with the staff and children.
- A Home Visit, where staff will come and spending time getting to know the child and their family in familiar surroundings.
- Once a start date has been given, children will visit with their parents/carers, meeting their keyperson and once confident a child will be left for an hour.
- When they cope with this, children will build up to staying for half days.
- For full time children in both Willow Tree and Oak Tree, once a child is staying happily for half days, they will stay for lunch, going home afterwards.
- Finally, children will stay for their full 5 day sessions (if full time).
- If children are struggling to settle without parents/carers, a more gradual approach will be taken, e.g. leaving the child for 5 min one day, 10 min the next, 15 the day after etc. to build up the child's confidence that the parent/carer will return.
- Some children who are very confident, or who are used to going to a nursery already, may settle very quickly and so be able to stay for their full sessions after a much briefer settling in period.

See “Settling in and Keyperson” policy for more details about our approach.