



Heather Garth
Primary Academy
Stars Aiming High

Admission into Foundation Stage One

Policy Review Details

This review date is a guideline only and if circumstances or recommendations change then the policy will be reviewed and amended as appropriate.

This policy will be reviewed by the Board of Governors on an annual basis

Date of Issue: Summer 2026

S. Farr

Chair of Governors Signature

Headteacher Signature

Date of next review: Summer 2027

Admissions for Foundation Stage One

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AIMS

Our aims are:

- To ensure access and entitlement to the benefits of high-quality child centred nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- To provide high quality child centred nursery education to children and families in our local community.

NURSERY SESSION OPTIONS

Heather Garth Primary Academy currently has 26 funded full-time places available.

We offer **fixed** 30 hour funded places (9.00am – 3.00pm) and **fixed** 15 hour funded places (8.30am – 11.30am or 12.05pm – 3.05pm).

CRITERIA FOR ADMISSION TO THE NURSERY

The Board of Governors/academy will offer children a place in the FOUNDATION STAGE ONE. Places will be allocated according to the criteria in the following order of priority.

- 1 Children who have an elder sibling currently attending Heather Garth Primary School in the September of the year of their admission.
- 2 Date of birth order, the eldest being first.

Children are allocated places the term during their third birthday and their sessions will commence the term after they are three.

Within the above criteria, each application is always considered very carefully on its individual needs.

All applicants will be required to complete an application form and hand in to the school office.

All applicants will receive a telephone call followed by a letter of confirmation informing them of a Foundation Stage place.

When a Foundation Stage One place is allocated you will need to provide:

- The child's 'long' birth certificate showing both parents boxes / details
- Evidence of parent name and address, preferably photographic e.g. driving licence / passport
- If you are not the birth parent you will be asked to provide prove of guardianship / parental responsibility

The closing date for admissions will be:

Autumn Term – 1st May

Spring Term – 1st October

Summer Term – 1st February

Admissions for Foundation Stage One

If the application is received after this date the child will be entered onto the waiting list, but they will not be considered for admission until the following term.

NURSERY INTAKE

The Nursery Class has an intake in September, January and April if places are available. Children are allocated places the term during their third birthday and their sessions will commence the term after they are three.

Any spare places will be allocated during the year, as they become available, providing that the child is three.

30 hour places are limited, due to ratio of staff and children. Parents who would like 30-hour places, will be offered 15 hours if no 30-hour places are available. This does not affect the 30-hour application and the application for 30 hours will still be kept on file. These 30-hour places will be allocated in line with the above criteria, when available, linked to the ratio of staff and children.

DECISIONS ON PLACES

- Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.
- Decisions will be final and there is no right of appeal
- The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in FOUNDATION STAGE TWO.
- Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

HOME AND SCHOOL VISITS

- Links between school and home will be made before the child takes up their place. Initially by the Family Engagement Team. Following this,
- Parents are invited into school to complete the paperwork
- Children will be invited to come into school to access transition time; which allows staff to get to know the children
- Parents are also invited to join us in a parent meeting. This allow any questions /worries/ concerns to be addressed before the children start.
- Home visits may also take place.

LEAVERS DURING THE YEAR

If a child is withdrawn by their parents from nursery during the school year, we request that parents give as much notice as possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery, then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

CANCELLATIONS

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Parents are required to provide a minimum of four weeks' written notice if they wish to cancel their child's nursery place. This notice period allows the nursery sufficient time to make necessary staffing and administrative adjustments. Failure to provide the required notice will result in a charge equivalent to four weeks' fees. This policy ensures continuity of care for all children and helps maintain stable nursery operations.

ATTENDANCE & LOSS OF NURSERY PLACE

- We offer **fixed** 30 or 15 hour places. If your child does not attend all the sessions allocated on a regular basis, then their place will be withdrawn, due to funding issues.
- If attendance and/or punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder.
- If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents inviting them to an attendance meeting.
- If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.
- If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Admission committee, and a letter explaining the situation will be sent to the parents, charges will still apply.
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TRANSFER FROM NURSERY INTO SCHOOL

- All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct BMBC Admissions Procedure.
- The FOUNDATION STAGE ONE will liaise closely with colleagues in FOUNDATION STAGE TWO to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.