


# Cedar Park School

Policy Document
for
Nursery Admissions

**The policy is to be reviewed in: Spring term 2026**

# CEDAR PARK SCHOOL
# NURSERY ADMISSIONS POLICY 2025 - 2026

## Background Information

Prior to compulsory education, every child is entitled to receive free education from the start of the term following his or her 3rd birthday. This can be in a private nursery, independent school, childminder network or maintained school setting of the parent's choice.

There are three types of maintained early years' provision in Buckinghamshire schools at present. These are:

- Nursery schools
- Nursery classes in schools
- Pre-rising 5 classes in schools

## Nursery Classes

Responsibility for admission to nursery classes has been delegated to governing bodies. **There is no automatic admission into main school from these classes** and this is stated in the letter offering a place in the nursery. The nursery class accommodates 3 and 4-year-old children. Nursery aged children do not count as part of the roll for the school and **children will not be guaranteed a place in the main school**. Applications should be made to the school office and places are then allocated in line with the admissions rules for the school.

Parents can register their child with the school in consideration for a place in the nursery from birth. Places are not allocated, however, on the basis of when the registrations were made. A child is eligible to be admitted into the nursery during the academic year in which he or she becomes 4 years old – i.e. children who are born between 1 September 2020 – 31st August 2021. Subject to the criteria set out below, children will be admitted into the nursery without reference to gender, ability or aptitude. The maximum number in the nursery will be dependent on appropriate levels of staffing and accommodation. **The nursery currently operates for 30 hours, offering full days from 8:45am to 3.05pm or mornings only from 8:45am to 11:50am.**

Nursery intakes currently run on a termly basis: September, January and April. A cut-off date for each term's admission has been set:

31st January (change to 30th April) for the following September start
30th September (change to 31st October) for the following January start
31st December (change to 31st January) for the following Easter start

Any applications received after the above dates will be put into a "late application category" and sessions offered Eligibility in accordance to availability. We are unable to accept applications for pupils wishing to move from a setting to Cedar Park School mid-term due to funding already allocated and accessed. Please contact the school if you should have any queries.

Any applications received after the above dates will be put into a "late application category" and sessions will be offered in accordance to availability.
***Should a parent request to reduce their child's hours or withdraw their child from nursery at any time, Cedar Park School require half a term's notice in writing.***

**Admissions Criteria**

If the number of applications exceeds the number of places, then places will be allocated in the following order:

1. Children who have a Educational Healthcare Plan which names the school
2. Children in public care for whom the Local Authority decides that the school is the most appropriate
3. Children who have exceptional medical, educational or social needs supported by written evidence from an appropriate professional and live within the catchment area of the school
4. Children living within the catchment area of the school, who are requesting a block of 30 hours each week
5. Children living within the catchment area of the school, who are requesting a block of 15 hours each week (5 consecutive mornings).
6. Siblings of children who are in catchment and attending the school at the time allocations are made and requesting a minimum of 3 consecutive mornings a week
7. Siblings of children who are out of catchment and attending the school at the time allocations are made and requesting a minimum of 3 consecutive mornings a week
8. Children out of catchment area, who are requesting a block of 30 hours each week
9. Children out of catchment area, who are requesting a block of 15 hours each week (5 consecutive mornings).
10. Siblings of children who are in catchment and attending the school at the time allocations are made and requesting less than 3 sessions a week
11. Siblings of children who are out of catchment and attending the school at the time allocations are made and requesting less than 3 sessions a week
12. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's normal home address and the school's main entrance gate, offering the closest first, using the shortest appropriate route and where appropriate this will be ratified by the Local Authority's global positioning system.

***We would prefer children to attend for a minimum of 5 mornings. This consistency has huge benefits to children's learning and development. However we will try to accommodate parental requests where possible, and may accept families wishing to take up 3 or 4 mornings per week.***

Where a school can take some, but not all of the children who qualify under a particular rule, we will give priority to children by taking account of the next rule in the numbered list.

On days when children are unable to attend nursery due to a medical appointment or emergency situation (not including medical apointments), parents may request a one-off change of session for the week. This will be agreed at the Headteacher's discretion and will only be available to the family should the school have availability and adequate staffing that meets statutory ratios.

**Application**

Parents are invited to complete an application of interest form. This form is available from the main school office. This can be completed from birth onwards and is kept on file at the school until the child becomes eligible for a place.

Places are offered during the school term prior to when a child would be due to start.

Nursery aged children do not count as part of the main school roll and **children are not guaranteed a place in the school's Reception Class**.

Reception Class admissions are managed separately by Buckinshamshire Council for all children turning 5 years. Please refer to the admissions section at www.buckinghamshire.gov.uk.

**Admission Arrangements for Extended Free Entitlement for 3 and 4-year-old children (30 hours)**

If eligible, parents are invited to register their interest for a 30-hour place with the school office.

To be eligible:

- Both parents will earn, on average, the equivalent of 16 hours per week at minimum wage or higher, or one parent in single parent households.
- Parent's individual salary must be less than £100,000 per year.
- Parents will be able to apply for both tax-free childcare and the 30-hour entitlement through a joint application system by HMRC.

HMRC (Her Majesty's Revenue and Customs) are the arbiters of eligibility, parents will be able to apply for 30-hour provision by using an online eligibility toolkit.

Parents will then receive a unique verification code. This will be required, by the school, as part of the admissions process. If Cedar Park do not receive and confirm the eligibility code during the term prior to your child starting, this code will not be eligible for funding until the following term, therefore you will be required to either:

a) pay for the additional hours requested or
b) reduce to the Universal Free Entitlement (free hours for 3 and 4-year-old children). In addition, if unfortunately, your eligibility code returns invalid, you will be required to pay for any hours above the 15 hours Universal Free Entitlement.

Parents will be contacted the term prior to their child starting to make arrangements and for admission paperwork to be completed.

Parents will be advised of the availability of morning or all-day sessions and will be required to indicate their preference.

Wherever possible, the school will try to accommodate the parent's first choice. If a session is in demand (eg mornings), parents are required to confirm the offered place within 24 hours.

**Fees for non-Early Education Funded places**

A fee invoice will be issued if a child attends the Nursery Class and uses their Universal funding of 15 hours with another provider. This fee will be £7.50 per hour (£22.50 a session). Fees are payable half-termly, in advance whilst your child's name is on the register, even during absence. They are to be paid in full by cheque or bank transfer (made payable to Buckinghamshire Council). If you wish your child to leave the Nursery Class, we require half a term's notice (term time) notice or you will be charged for the notice period.