

# HILLSIDE INFANT SCHOOL NURSERY ADMISSIONS POLICY 2026/2027



The Governing Body is responsible for admissions to Hillside Infant School Nursery.

## **Aim**

The aim of this policy is to give as much information as possible about Hillside Infant School Nursery admission process.

## **Admissions to the Nursery**

We offer a maximum of 36 places per session for three and four year old children and these sessions are either a morning or afternoon session for 3 hours each day. Hillside Infant School Nursery offer morning or afternoon only sessions as well as full days. Full days are for parents that are eligible and have a 30 hour code issued by the HMRC. Morning sessions plus a payable afternoon (dependant on availability) are an option. We maintain a minimum adult to child ratio of 1:13.

Children are admitted to the nursery at the start of the Autumn and Spring term, in the relevant term after their 3<sup>rd</sup> birthday in accordance with the criteria below. If places are available, children may be admitted to the nursery in the middle of a term (casual admission). Parents will be asked to give preferences with regards to a morning, afternoon or full time place when they apply. We will try to accommodate preferences however availability may mean that you are offered an alternative.

Applications for a place in the nursery can be made at any time to the school office directly by filling in the application form. Nursery Admissions are offered for the Autumn Term and the Spring Term (dependant on availability).

- 1. September 2026 admissions- Friday 27th March 2026.**
- 2. January 2027 admissions- Friday 16th October 2026 (subject to spaces available).**

Please note that a Nursery place does not automatically guarantee your child a place in Reception as per the borough's admission policy.

## **Eligibility for a full time (35 hours) nursery place**

To qualify for the full 30 hours funding, each parent (or sole parent in a single parent family) will need to earn on average the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year. Parents can check their eligibility for 30 Hour Free Childcare Funding using the online service <https://childcarechoices.gov.uk/> Once parents have checked their entitlement for the 30 hours, they will be given an 11 digit code. The school will need this code along with their National Insurance number to be able to offer 30 hours and confirm their eligibility for this. This needs to be renewed each term in order to be eligible.

The allocation for full time places (35 hours) is a **separate allocation process from that of a part time place**. In the event of a family being offered a 35 hour place and then wishing to reduce to 15 hours the criteria for 15 hour place eligibility will be applied.

## **Admission Criteria**

Places are allocated in the following order:

1. Children must be over the age of three prior to the term of their admission.
2. The application was made before the deadline.
3. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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.

4. Children of Staff. Where a member of staff employed at Hillside Infant or Junior School at the time of application; children of staff include step children, or the child of the member of staff's partner living in the same household, at the same address. This criteria is commonly used and encourages staff recruitment and retention.
5. Applications for full time places
6. Children who have a sibling living in the same household who currently attends and who will still be attending Hillside Infant or Junior School on the date of admission, not the date of application. A sibling refers to a brother or sister, half brother or sister with one parent in common, or an adopted brother or sister.
7. Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to the fixed point in the school (Ordnance Survey Grid Reference 510150 191063), using the Local Authority's computerised measuring system. In the event of a child living with more than 1 parent, the address of the parent closest to the school would be taken as the home address.
8. Applications received after the annual deadline for admission for the following September will be treated as a 'late applicant' and may not be considered in the first round offers.

**We reserve the right to offer outside of this criteria dependant on individual circumstances.**

### **Additional Information**

Please be aware if your child is attending for more than funded hours, fees will be payable in advance and a deposit to secure their place will be required. You will be invoiced and non-payment will result in a reduction in your child's hours or loss of the place.

### **Casual Admissions/Waiting Lists**

If the school is oversubscribed after the stated application closing date the Admissions Officer maintains the school waiting list. As a place becomes available the above criteria will be applied if there are more applicants than places. Proof of address is required prior to admission as is a copy of the child's birth certificate or passport.

### **Withdrawal of Places**

Places offered will be withdrawn if:

- The offer was made in error.
- An incorrect address or other false information is supplied.
- The parent has not responded to an offer within a reasonable time. In this instance a further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it annually.

### **Application closing dates**

- **September 2026 admissions- Friday 27<sup>th</sup> March 2026**
- **January 2026 admissions- Friday 17<sup>th</sup> October 2027 (subject to spaces available)**

### **Session Allocation**

In exceptional circumstances, if you wish to move your child mid academic year from a morning to afternoon place, afternoon to morning, full time to part time or vice versa, then written requests must be made to the Headteacher and individual cases will be considered dependent upon availability.

**Attendance**

30 Hours eligibility must be proven before accepting a full time place and your code must be updated each term – without this code fees will be charged in compliance with our current fees, or your nursery place will be refused with immediate effect. There will be the expectation that your child/children will have taken up the entire 30 hours entitlement at Hillside Infant School.

Morning and Afternoon places will be offered according to our current waiting list numbers, we reserve the right to not run either Morning or Afternoon sessions. We operate a staggered start in the Autumn and Spring (dependant on availability) term based on children's needs.

**Approval Date: January 2026**

**Review Date: January 2027**