Parson Street Primary School

Nursery Admissions Policy

2025-2027

PARSON STREET PRIMARY SCHOOL
NURSERY ENTRY ARRANGEMENTS FOR THE SEPTEMBER 2026 INTAKE

1. Introduction

1.1. This document sets out the entry arrangements for the Parson Street Primary (**Nursery**), located in Bedminster, Bristol. The Nursery is located on the site of and run by Parson Street Primary (**School**), an all through academy which is part of Trust In Learning (Academies) (**Trust**), a multi academy trust.

2. Definition of a 'parent'

2.1. In this policy, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3. Inclusivity and equality

3.1. The Nursery is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The Nursery's entry arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

4. Children with an Education Health and Care plan (EHC plan)

4.1. Children with an EHC plan are admitted to nurseries under separate statutory procedures which are managed by the child's home Local Authority, not under nurseries' entry arrangements.

4.2. Parents of children with an EHC plan, or being assessed for an EHC plan, should not therefore apply for entry under this policy. Instead, parents should tell their home Local Authority's SEN team that they would like them to propose to name the Nursery in their child's EHC plan, and consult with the Nursery as to the suitability of the proposed placement.

4.3. Where, after consultation, the child's home Local Authority names the Nursery in the child's EHC plan, a place will be allocated to them, reducing the number of places available to other applicants.

5. Number and type of nursery places

5.1. Although run by the School, the Nursery has its own entry arrangements which are set out in this policy. Parents should note that pupils at the Nursery do **not** automatically transfer to Reception Year at the School - a separate application for admission is required that will be processed with all other applications received in that admission round.

5.2. The Nursery offers nursery education to children **from the September following their third birthday**. Parents/carers are advised to apply for a Nursery place before their child turns 3, so that the Nursery team can plan for their induction.

5.3. The Nursery offers **26** full-time equivalent places, ensuring a ratio of 1:13. The number of spaces available for both 30 and 15 hours is dependent on the current nursery intake. The sessions are split as follows:

5.3.1. 30 hours of provision, consisting of 6 hours per day (plus 30 minutes for lunch) from Monday to Friday.

5.3.2. 15 hours of provision, consisting of sessions of 6 hours per day Monday and Tuesday, and 2 ½ hours on a Wednesday morning;

5.3.3. 15 hours of provision, consisting of 2 ½ hours on a Wednesday afternoon and 6 hours per day Thursday and Friday.

5.4. Nursery sessions will be from 8.50am to 12am (morning) and 1.00pm to 3.30pm (afternoon) with a 60-minute lunch break in between. For children attending 15 hours at the start of the week, their morning session on Wednesday finishes at 11.30am. Children attending for a full day will remain at the Nursery during the lunch break for no additional charge. A packed lunch will need to be provided, or alternatively parents may pay for a school meal via Arbor Pay.

5.5. Parents who do meet the eligibility criteria for the extended 15 hours of government funding (see here for further information in this respect) must obtain an 30 Hour Code by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 30, to ensure that the Nursery receives this funding. 30 Hour Codes need to be reconfirmed by parents every 3 months to remain valid, and it is the responsibility of parents to ensure that this happens.

5.6. Parents should note that, in the event of undersubscription, it may not be possible to offer all types of places due to strict staff-to-child ratios and the level of funding that will be

received. If that is the case, parents will be notified as soon as possible after the closing date for applications.

6. Allocating nursery places

6.1. When completing the Nursery Application Form parents will be required to confirm the type(s) of place that they are applying for, and put these order of preference.

6.2. Applications will be ranked by reference to the oversubscription criteria below, rather than by place type preference (with the exception of Category 2). Where an application is reached, the child will be allocated the next available place of their highest preference.

~~6.3.~~ After all applications have been processed and places allocated using this method, any remaining places will be offered to children who do not have a place, including where a preference was not expressed for that type of place.

6.4. Exceptionally, if any places still remain, it may be possible children for whom a Reception place has been deferred or delayed to remain in the Nursery for a further period of time. It may also be possible to admit children who have reached the age of 3 years earlier than September. This will not be known until all applications have been processed and all places allocated in the normal application round.

7. Application process

7.1. Parents must complete a Nursery Application Form, which is available to download on the School's website, or in hard copy from the School Office.

7.2. In the normal round (for a place in September), the form must be completed, signed and submitted to the School Office by **Friday, 22nd May 2026.**

7.3. As stated above, parents must confirm in the Nursery Application Form, the type(s) of place they are seeking, in order of preference. If parents have not expressed a preference for a particular type of place, they will not be considered for this type, which is likely to reduce the chance of achieving a place at all.

7.4. Once the application form has been received, our Nursery staff will be in touch to organize a home visit. During this home visit, staff will be able to fully discuss the child/children's needs and parents/carers can ask questions about the Nursery provision.

7.5. Formal offers for entry in September will be made on or before **Friday, 26th June 2026**.

8. Oversubscription Criteria

8.1. Before allocation of places, applicants will be placed in the following order of priority:

8.1.1. Looked after and previously looked after children

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to us to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the School know, as there should be no need for further evidence to be provided in this case.

8.1.2. Children with a sibling at Parson Street Primary School or Nursery

For inclusion in this category, the sibling must be on the roll at the Nursery at the time of application/the application deadline, **and** still be on the roll in Reception Year at Parson Street Primary School at the time the applicant child enters the Nursery, or be on the roll at the School in Reception Year to Year 6 at the time of application/the application deadline, **and** still be on the roll in Year 1 to Year 6 at the time the

applicant child enters the Nursery.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling, a long term foster sibling (i.e. not a temporary placement), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will **not** be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

For inclusion in this category, parents must clearly state the sibling's details in the Nursery Application Form.

8.1.3. **All other children**

This category will include all children who do not fall into the oversubscription categories above.

9. Tie breaker

9.1. Within each oversubscription category above, applicants will be ranked by reference to the distance between their home address (as defined by this policy) and the Nursery, with those living nearer having higher priority.

9.2. Distance will be measured in a straight line from the designated point in the child's home address to the designated point within the School's main building using Bristol City Council's dedicated software for this purpose.

9.3. Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there.

9.4. Where two or more children live an equal distance from the Nursery (including where they live in the same multi-dwelling building), the order in which they are ranked within their category will be determined by random allocation supervised by someone who is independent of the Nursery, School or Trust.

10. End of nursery education (deferred and delayed entry to Reception Year)

10.1. To enable new pupils to enter the Nursery each September, all nursery placements will terminate at the end of school year when the child would usually transfer to Reception Year with their normal age group.

10.2. At this stage, the children's names will be deleted from the Admission Register at that point in accordance with Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended) unless they are admitted to Reception Year at the School (for which a separate application for admission is required).

10.3. Parents should note that this will apply even where parents have opted to defer their child's entry to Reception Year by one or two terms.

10.4. Parents of 'summer born children' (i.e. children born between 1 April and 31 August inclusive) who want their child to start Nursery one year later than usual (i.e. delayed entry) must submit a Request for Admission Outside Normal Age Group to the Admission Committee of the School seeking its agreement in principle to the child being admitted to Reception Year one year later than normal before the Nursery will accept an application for entry one year later than normal.

10.5. Parents are asked to make a termly commitment. If parents then decide to transfer to another provider, it may not be possible to re-direct funding to your new childcare provider until the start following term in September, January or April.

11. Child's home address

11.1. The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

11.2. Where any issue arises in respect of the child's home address, the Nursery reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, not the address given by the parent.

11.3. Where the child/child's family is/are not living in the area of the Academy at the time the application is submitted, the application will still be accepted and processed. However, the address used will be the child's current address unless

the application is supported by documentary evidence of the future new address which will meet the definition set out above (for example, a signed tenancy agreement, formal mortgage offer, HMLR title deed/document, NHS/GP registration card/letter, etc.).

11.4. Applications for a place at the Nursery for children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be processed before the family moves house, as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the criteria set out above.

12. Twins, triplets and siblings of a higher multiple birth

12.1. Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the Nursery in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, regrettably the twin, triplet(s) or sibling(s) of a higher multiple birth will **not** be allocated a place. This is due to the strict staff ratios applied to nursery settings.

13. Waiting list

13.1. The Nursery operates a waiting list for children who are unsuccessful in achieving a place at the Nursery, throughout the school year.

13.2. The waiting list is ranked strictly in accordance with the criteria set out above, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.

14. Challenging the refusal of a place

14.1. Parents do **not** have a statutory right of appeal against the refusal of a place at the Nursery.

14.2. Where parents believe that they have been incorrectly refused a place (e.g. the criteria in this document not been correctly applied to their application), they may submit a complaint to the School under its published Complaints Policy, which will be dealt with formally under Stage 2.

15. Review and determination of the Nursery Entry Arrangements

15.1. Nursery entry arrangements are **not** governed by the School Admissions Code 2021, and are **not** therefore subject to the statutory timetable and processes regarding consultation and determination of arrangements as the admission arrangements for state funded schools and academies are.

15.2. Nevertheless, the Trust acknowledges its public law responsibility to have fair, clear and objective policies and arrangements across all of its settings, including its nurseries, which are easily understood by parents.

15.3. These Nursery Entry Arrangements are reviewed each year as a matter of good practice, and the Trust Board undertakes to publish a new set of entry arrangements for the next intake every year **on or before 28 February** in line with the legal requirement for schools to determine their admission arrangements by this date.

15.4. Personal data obtained during the application process will be processed in accordance with the Trust's privacy policy which can be accessed on the TiLA website.