



Nursery Admissions Policy

October 2025

Review date: October 2028

1.0 - Introduction

1.1 - The nursery is an integral part of our school providing a specialised curriculum for your child from when they are three years old to the September before their fifth birthday. Through the Early Years Foundation Stage (EYFS) curriculum, we provide children with a variety of play based developmentally appropriate experiences which underpin our educational aims and actively support transition into the school. We aim to build an atmosphere of mutual respect between staff, children, parents and carers and create a caring, stimulating and challenging learning environment.

1.2 - At NET Academies Trust, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

1.3 - We admit our pupils in-line with the Equality Act (2010), School Admissions Code (2014), the School Admission Appeals Code (2012), Human Rights Act (1998) and the School Standards and Framework Act (1998).

2.0 - Admission criteria

2.1 In the event that there are more places available than applicants, all applicants will be offered a place at the nursery. Application forms are available from the academy who can advise how they should be submitted. Applicants will need to provide proof of address and the child's birth certificate before taking up a place.

2.2 Applications for the following academic year open on the 1st September. The application window closes on 1st March each year. Places would be allocated and parents informed if their child had a place before the Easter break.

2.3 The earliest age that a child can start is the term after their third birthday, when they will be eligible for Government funding. Children are admitted to the nursery depending on the availability of places, the availability of funding and the waiting list.

2.4 All children will be offered 15 or 30 hours of free provision based on the following availability:

Katherines Primary Academy	<ul style="list-style-type: none">• 26 places available• There is a 3-hour session each morning and a 3-hour session each afternoon
From January 2026, Jerounds Primary Academy	<ul style="list-style-type: none">• 26 places available• There is a 3-hour session each morning and a 3-hour session each afternoon
Longwood Primary Academy	<ul style="list-style-type: none">• 26 places available• There is a 3-hour session each morning and a 3-hour session each afternoon

Tany's Dell Primary School and Nursery	<ul style="list-style-type: none"> • 22 part-time places (11 morning places and 11 afternoon places) and 12 full-time places available. • In the event that the full-time places are not filled, the morning/afternoon part-time places will be amended to accommodate a maximum of 23 children. • There is a 3-hour session each morning and a 3-hour session each afternoon with paid lunch club in between. These places are available for those families who are entitled to 30-hour government funding. • For each morning and afternoon session, an additional 3 quota places will be reserved for children with hearing impairment. Essex County Council will fill the quota places for hearing impaired pupils.
Waltham Holy Cross Primary Academy	<ul style="list-style-type: none"> • 26 places available • There is a 3-hour session each morning and a 3-hour session each afternoon

2.4.1 Where an academy offers both morning and afternoon sessions for the 15 hours of funding, a child will be considered for either a morning or afternoon place. Parents can state a preference, the decision whether to offer a morning or afternoon place lies with the school and is made after careful consideration of all factors.

2.4.2 Offers of 30 hours places are subject to the validation of the 'eligibility code'. All 3 and 4 year olds receive 15 hours of free childcare a week. The additional 15 hours is available for families where both parents are working (or the sole parent is working in a lone-parent family) and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 per year. If you are not entitled to the extra funding, at participating academies (see paragraph 3.1) you will have the opportunity to pay for the extra session.

2.5 Prior to starting school, the academy will conduct a home visit to meet the child in their home environment. All new children will only be given a start date after their home visit has taken place, including those who start after the beginning of term.

2.6 When the nursery is full, a waiting list will be established in the oversubscription priority order. When places become available, children will be considered from the waiting list. New applications will be added to the waiting list in accordance with the priority order:

Places will be allocated to students with statements of special educational need. Then, if there are more applicants than places for the school the remaining places will be offered in the following priority:

1. Children in care. Children who are in the care of a local authority or provided with accommodation by that local authority in accordance of the Children's Act 1989 and

children who were looked after but ceased to be because they were adopted (or became subject to a residence order) immediately after they had been looked after.

Appropriate evidence should be submitted to confirm previously looked after children. This would be confirmed by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:

- a) Adoption order
 - b) Residence order
 - c) Special guardianship order
2. Students with a sibling in attendance at the Academy and who will be expected to still be on the roll the year of entry. A sibling is defined as a brother or sister, step brother or sister or the child of a parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. It also refers to any child who lives with a parent/carer within the family unit at the same address.
 3. A member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
 4. Students who live closest to the Academy. Distances are calculated by Essex County Council, as set out in the Primary Education booklet.

2.7 In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

2.8 Further information about operational arrangements specific to each academy including the provision of packed lunches and any additional supervision costs is available from each academy and on nursery application forms.

3.0 – Additional purchased childcare time

3.1 Time which is **additional** to the 15 or 30 hours of funded nursery education may be purchased by parents as childcare at participating academies (Longwood and Katherines Primary Academy). Additional hours may be purchased only if the child is currently accessing the full 15 or 30 hours in accordance with the current nursery provision.

Any parents wishing to find out about availability of the additional, purchased, childcare options at the nursery should contact the nursery to discuss the options and availability of places.

Currently these places are allocated on a first come/first served basis.

4.0 - Monitoring and Review

- 4.1 This policy is reviewed by the Trust Board and was approved in October 2025.
- 4.2 The next scheduled review date for this policy is October 2028.