

# Melbourne Infant School



## Nursery Admissions Policy September 2026

<b>Last Reviewed</b>	<b>N/A - new</b>
<b>Reviewed By (Name)</b>	<b>School Business Manager / Headteacher</b>
<b>Approved by</b>	<b>FGB: Summer 2025/26</b>
<b>Next Review Date</b>	<b>FGB: Summer 2026/27 *</b>
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*\*This policy will be reviewed if there are any amendments or changes to legislation or guidance which may affect it*

## NURSERY ADMISSIONS POLICY

This is an inclusive school, which welcomes children of all backgrounds and abilities. To access a nursery place, parents/carers must fill in a Nursery Place Request Form. Forms are available [online](#) and can be completed any time after a child's first birthday. Forms are kept on file and parents are contacted prior to a child's starting date. Parental preferences stated on the form may be amended at any time. Children are admitted at the beginning of the half-term after their third birthday, subject to the availability of places.

### Eligible birth dates:

A child born between:	Will be eligible for a funded nursery place from:
1 <sup>st</sup> April and 31 August (inclusive)	1 <sup>st</sup> September (or from the start of the Autumn term following their 3 <sup>rd</sup> birthday)
1 <sup>st</sup> September and 31 <sup>st</sup> December (inclusive)	1 <sup>st</sup> January (or from the start of the Spring term following their 3 <sup>rd</sup> birthday if spaces are available, if not then from the Autumn term following their 3 <sup>rd</sup> birthday)
1 <sup>st</sup> January and 31 <sup>st</sup> March (inclusive)	1 <sup>st</sup> April (or the start of the Summer term following their 3 <sup>rd</sup> birthday if spaces are available, if not then from the Autumn term following their 3 <sup>rd</sup> birthday)

All children are entitled to receive at least 15 hours Nursery provision per week. Some parents may be entitled to 30 hours Nursery provision. Parents can select between three models of provision.

### Our session times are:

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>30 hours per week – Model 1</b>	9am – 3pm	9am – 3pm	9am – 3pm	9am – 3pm	9am – 3pm
<b>15 hours per week – Model 2</b>	9am – 3pm	9am – 3pm	9am – 12pm		
<b>15 hours per week – Model 3</b>			12pm – 3pm	9am – 3pm	9am – 3pm

Places are allocated in line with the nursery admission criteria as follows:

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children with an Educational Health Care Plan.
3. Children who live within the Melbourne Infant School catchment area and are due to start school within a year.
4. Children who live within the Melbourne Infant School catchment area.
5. Children with an older sibling who will be in Melbourne Infant School at the admission date. A sibling is defined as brother or sister, half brother or sister, adopted or fostered brother or sister, stepbrother or sister, or the child of a parent's partner where the child for whom the school place is sought, is living in the same family unit at the same address as that sibling.
6. All other children.

Where a decision needs to be made between applications within any category, this will be done according to the following criteria:

- a) The age of the child (four year olds will be taken before three year olds).
- b) The proximity of the home to the school, based on a straight line measurement from the main school gate to the front door of the child's house, as measured on an ordnance survey map.
- c) The date the application for a nursery place was received.

Parents are asked to preference the models of provision on their application form. Where requests for the full day provision are oversubscribed, places will be allocated first to parents/carers who demonstrate that they fulfil the criteria below.

### **2.5 Days Places Allocation Criteria**

1. Parent(s)/carer(s) who have proof that they are engaged on a training programme or further education (this must be the main carer for the child). If training/education ceases then the place may be subject to a change although the entitlement to 15 hours a week will remain.
2. Parent(s)/carer(s) who have proof that they are working full days (this must be the main carer for the child). If employment ceases or the hours worked change then the place may be subject to a change although the entitlement to 15 hours a week will remain.

### **30 Hours and Full Time Entitlement**

The full week entitlement (9am-3pm, Monday to Friday) is available to working parents/carers who meet the government criteria for the 30 hour free childcare. Applications need to be made through <https://www.gov.uk/sign-in-childcare-account>

### **Parental Preference for Models**

Every effort will be made to meet parental preference for one of the 3 models. If a child's preferred model is full, they will be offered a place in one of the alternative models. If parents/carers wish to change the model their child receives, they can request to do so and their child's name will be put on a waiting list. As places become available in their preferred model they will be allocated in line with the 2.5 Days Places Allocation Criteria above.

The number of applications will affect when a child is offered a place and it may be that some children do not get offered a place in the term in which they are first eligible.

The school reserves the right to withdraw a nursery place, where a child does not attend, or where attendance is infrequent. Parents/carers will be invited to a meeting where attendance is a concern and will receive a letter informing them that their child's place will be withdrawn unless attendance improves within the given time limit.

Children who attend the nursery do not have an automatic place in Melbourne Infant School. Attendance at the nursery does not guarantee a place in the Infant School. Parents/carers must apply for a school place through Derbyshire County Council Admissions.