

Oakridge Primary School Designated Nursery Provision

Admission Arrangements

Adopted:	October 2025
Chair of Leadership and Management Committee:	Mr R Simmonds
Next review date:	October 2026

- **Applications Open: Monday 9th February 2026**
- **Closing Date for Applications: Monday 16th March 2026**
- **Offer Date: Wednesday 25th March 2026**

Children will be admitted in September of the academic year in which they become four years old. However, if there is space within the nursery setting, we can admit children who have turned three after the 1st of September and who will be four the following academic year. These children would need to pay for the first term however we can claim their fifteen hours entitlement for the next term/s.

Children will be admitted to the nursery in the **September of the academic year in which they turn four years old** (i.e., they will have their fourth birthday between 1st September and 31st August).

Children can usually join the nursery in the **September following their third birthday**, provided they will turn four during that academic year.

Where there is availability, we may also be able to offer places to children who **turn three after 1st September** and who will turn four the following academic year. These children may access nursery provision on a **paid basis** until they become eligible for funding.

Funding Information

All children are entitled to **15 hours of funded childcare per week** from the **term after their third birthday**. Some families may also be eligible for **up to 30 hours** of funded childcare per week, depending on their circumstances.

If you would like your child's place to be funded, it is essential that you **apply in advance**, so that funding is in place **before your child starts**.

To check your eligibility and apply for childcare funding, please visit: www.childcarechoices.gov.uk

The application window opens in the Spring Term preceding the September intake and the opening and closing dates for the receipt of applications will be shown on our website. Offers will be made, by the school, on the dates shown on the school website. Application forms will be available on the school website or by emailing admissions@oakridge.staffs.sch.uk. All completed forms should be returned to this email address.

Attendance at Oakridge Nursery does not automatically carry forward to the next academic year. Parents/carers must submit a new application for any September intake, including for children already attending the nursery.

Children are expected to attend all five morning sessions (Monday to Friday, 8:45 – 11:50), to support continuity and routine. Admission to our settings is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to a nursery age setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is necessary for the child's health to attend Oakridge nursery above other available settings.

Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred maintained nursery rather than any other nursery.

Test 2: the child would suffer hardship if they were unable to attend the preferred nursery setting.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3) Children who have an elder brother or sister in attendance at the school (or, in the case of an infant school, the affiliated junior school) and who will still be attending the school (or affiliated junior school) at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children living within the defined catchment or cluster area of the preferred setting. Cluster areas for nursery age settings will sometimes, but not always, correspond to the catchment area for the main school.

5) Children of Staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made

and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Governors will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

Additional Notes

Copies of school catchment area maps are available from the Local Authority or individual schools.

There is no charge or cost related to the admission of a child to a school except for those children who are admitted during the term that they turn three.

Applications for our Nursery settings are processed by the Governing Board of Oakridge Primary School.

Attendance at a particular nursery setting will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. This will reduce the number of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Authority will not seek to obtain this information on behalf of the applicant.

The Governing Board uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the school immediately. Where there is a proposed house move taking place during the admissions process the school will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by prior to the close deadline. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes on the offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list. Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

There is no statutory right of appeal for admission to a maintained nursery setting. Any disputes over the administration of the policy will be dealt with by Oakridge Primary School's complaints procedure.