



**STOUR VALE
ACADEMY
TRUST**

POLICY FOR ADMISSION TO NURSERY SCHOOLS AND CLASSES FOR ADMISSIONS FROM SEPTEMBER 2026

VERSION / DATE	VERSION 1.2 JUNE 2026
NEXT VERSION DUE BY	JULY 2027

Contents

1. Introduction	3
2. Aims.....	3
3. Legislation and statutory requirements	3
4. Definitions.....	4
5. Eligibility terms	4
6. How to apply.....	5
7. Waiting lists.....	5
8. Appeals	5
9. Twins and multiple births	5
10. Admissions to Reception class.....	6
11. Children transferring during the term	6
12. Deferred admission to school	6
13. Delayed admission to school.....	6
14. Early Years Pupil Premium.....	6
15. Access to flexible nursery provision.....	7
16. Foster Carers.....	7
17. Extended early years entitlements for working families from September 2025.....	7
18. Charges for early education/childcare in nursery schools and classes	7
19. Monitoring arrangements.....	8
20. Detailed nursery admission arrangements for member schools within Stour Vale Academy Trust	8
Queen Victoria Primary School	9

1. Introduction

This policy relates to applications for admission to nursery schools and classes at member schools within Stour Vale Academy Trust (the admission authority).

We have an inclusive education policy which aims to maximise the opportunity to meet parental preference. We do not support the use of selective admission policies based on aptitude or academic achievement.

Our admission policy ensures that the process is fair and equitable for all.

2. Aims

Through our admission policy we aim to:

1. explain how to apply for a nursery place at member schools within Stour Vale Academy Trust;
2. set out the arrangements for allocating places to children who apply for a nursery place at member schools within Stour Vale Academy Trust; and
3. work in cooperation with the local authorities in which our member schools are located for the purposes of local authority childcare sufficiency assessment and nursery place planning.

3. Legislation and statutory requirements

Our admission policy has regard to the following:

- Children Act 1989 (as amended)
- Education Act 1996 (as amended)
- Education (Start of Compulsory School Age) Order 1998
- School Standards and Framework Act 1998 (as amended)
- Human Rights Act 1998 (as amended)
- Childcare Act 2006 (as amended)
- Childcare Act 2016 — Duty to secure an additional entitlement of childcare support for working parents
- Equality Act 2010
- Equality Act 2010 (Specific Duties) Regulations 2011
- Children and Families Act 2014
- School Admissions Code 2021
- Early Years Foundation Stage (EYFS) Statutory Framework (current version applicable to group and school-based providers)

This policy complies with our funding agreement and articles of association.

Children will not be discriminated against as laid down by the Human Rights Act 1998 (as amended) and the Equality Act 2010.

This policy adheres to the principles under data protection law. For further information please review Stour Vale Academy Trust's data protection policy published on the Trust's website.

4. Definitions

Looked after children: children who, at the time of making an application for a nursery place, are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions.

Previously looked after children: children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- became subject to a child arrangements order (an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014), or
- became subject to a special guardianship order (an order appointing one or more individuals to be a child's special guardian (or special guardians)).

This includes children who appear to have been in state care outside of England and have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Home address: the home address is considered to be the child's (along with their parents') 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 guardianship), the friend's or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

5. Eligibility terms

All eligible children are entitled to access the free early education entitlement of 15 hours on a part-time basis for two years, from the beginning of the term **after** their third birthday until they reach compulsory school age, defined at Section 8 of the

Education Act 1996 together with the Education (Start of Compulsory School Age) Order 1998 (SI 1998: 1607). A child will reach compulsory school age on or after their fifth birthday. The 15-hour universal entitlement continues until your child either starts a Reception class at a maintained school or reaches compulsory school age – defined as the beginning of the term following their fifth birthday.

This table indicates when children become eligible for a free part-time nursery place:

A child born between	Will become eligible for a free place from
1 April and 31 August	The start of the autumn term following their third birthday
1 September and 31 December	The start of the spring term following their third birthday
1 January and 31 March	The start of the summer term following their third birthday

These dates are set by the Department for Education and do not take account of variations in the date of Easter.

6. How to apply

Applications for a nursery place should be made directly to the individual school, which will allocate places in accordance with the oversubscription criteria below.

7. Waiting lists

Places in nursery schools and classes can become available throughout the year if children leave. Therefore, a nursery school or school with a nursery class will hold its own waiting list in order to fill these occasional spaces as and when they become available. Unsuccessful applicants for nursery will be placed on the waiting list in accordance with the oversubscription criteria below.

8. Appeals

There is no statutory right of appeal for nursery places. If your child's application for a nursery place is unsuccessful, you will be informed why admission was refused and offered a place on the waiting list.

9. Twins and multiple births

The nursery must adhere to the appropriate staff to child ratios, and space to child ratios, as per the Early Years Foundation Stage (EYFS). Therefore, the nursery will not exceed the admission number to prevent separation of twins/triplets.

10. Admissions to Reception class

Attendance at a nursery class attached to a school will not guarantee a child admission to the Reception class of that school, or give any advantage to the parent's application for a Reception class place. **A separate application for admission to the Reception class will always have to be made** (please refer to the school's admission policy for information about the application process).

11. Children transferring during the term

Should a child transfer from one nursery to another or to a private, voluntary or independent provider during the term, the funding will not in most cases follow the child until the next term; this also applies to children transferring into nursery classes mid-term. Should a child transfer prior to 'head count' day, the funding will go to the provider in which the child is recorded as taking up a place on 'head count' day.

12. Deferred admission to school

Under the School Admissions Code 2021, children are offered admission to a school Reception class at the beginning of the autumn term following their fourth birthday.

Under the School Standards and Framework Act 1998, children do not have to undertake full-time education until the start of the term following their fifth birthday. If parents wish to defer entry until later in that academic year or until the child is five, they should discuss this with the headteacher of the allocated school.

13. Delayed admission to school

Parents sometimes request that the admission of their child is delayed for an academic year due to developmental or emotional issues. Parents of summer born children or children who have been born so prematurely that it places them into an earlier academic year group than would have been the case had they been born on or nearer to the due date may also request delayed admission.

Should a parent defer their child's entry to school then the child would only be entitled to access up to 15 hours of funded early education.

14. Early Years Pupil Premium

Nursery-age children may be eligible for the Early Years Pupil Premium, which is extra funding paid to the nursery or school to help with their education. Please see the following government website for more information: <https://www.gov.uk/get-extra-early-years-funding>

15. Access to flexible nursery provision

The 15 hours of funded entitlement to early education can be made available flexibly, so that parents may access, **but only if the nursery has capacity to offer it**, more than three hours per day to a total of 15 hours per week as follows:

- No session longer than 10 hours
- No session offer before 6.30am and after 8.00pm
- The full 15 hours over no fewer than two days

Please see section 20 of this policy for details of the specific provision offered by each member school within Stour Vale Academy Trust.

16. Foster Carers

The Department for Education has extended the 30-hour funded entitlement to Foster Carers who are employed outside of their fostering work where this meets the needs of the child's care plan in consultation with the responsible Social Worker.

17. Extended early years entitlements for working families from September 2025

From September 2025, 15 hours for eligible working families expanded to 30 hours, meaning eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months until they reach school age.

The process for parents wishing to claim these new entitlements is the same as under the previous system, for those parents accessing 30 hours with eligibility checks processed through HMRC. Parents can check what childcare support they are entitled to via the Childcare Choices website: www.childcarechoices.gov.uk

18. Charges for early education/childcare in nursery schools and classes

The Department for Education has legislated within the Education Act to permit schools to charge for early education provision offered beyond the 15 funded hours in their nursery if they wish to do so. However, if the parent is entitled to 30 hours funded childcare then any additional hours required by the parent and available in the nursery will not be charged for. It will remain entirely a matter for individual schools as to whether they wish to offer and charge for any additional hours. Schools will not charge for children younger than the age at which they receive the funded entitlement (the term after the child's third birthday) or once they have entered Reception class. Schools will not make a profit on any hours paid for over and above the funded entitlement, but they may use any income generated to support staff costs or to provide additional resources.

Parents do not have to take up additional hours and this will not affect the offer of a funded nursery place.

19. Monitoring arrangements

This document will be reviewed annually.

20. Detailed nursery admission arrangements for member schools within Stour Vale Academy Trust

The detailed nursery admission arrangements for member schools within Stour Vale are shown below.

Queen Victoria Primary School



QUEEN VICTORIA PRIMARY SCHOOL

Bilston Street, Sedgley, DY3 1JB

Local Authority: Dudley MBC

Admission Number

The published admission number (PAN), in part-time equivalents (15 hours), for nursery classes at Queen Victoria Primary School is 52(am) 52(pm)

Oversubscription criteria

In all cases priority will be given to children who will enter primary school in the following academic year (2026/2027), over children who will enter primary school in the next academic year (2027/2028).

If the nursery school or class is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

1. In the care of the Local Authority (Looked after Children) or provided with accommodation by them under section 22 of the Children Act 1989. In addition, priority is also given to children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order (see section 4 - Definitions).
2. Known by the local authority to have additional educational needs/disability as defined by the Children Act 1989 or the Education Act 1996 and whose needs can be best met at the preferred nursery (applications made under this criterion would need to be supported by a recommendation from the local authority SEND Service, Integrated Early Years Service (IEYS), Hearing Impaired, Visually Impaired or Physical Impairment and Medical Inclusion Services (PIMIS)). Or is a child that is currently subject to a child protection plan or child in need process or has an Early Help Plan in place. An Early Help Plan (EHP) provides a method for assessing needs for children and young people and their family to support earlier intervention and to improve joint working between professionals and practitioners who support the individual child or young person. An EHP will improve the co-ordination and consistency of and between assessments leading to fewer and shorter specialist assessments.
3. Children who will have an elder brother/sister, half-brother/sister or stepbrother/sister attending the school/nursery at the requested time of entry. Children must reside at the same home address during the school week. (The definition of brother or sister also relates to adopted or fostered children living at the same home address.) (See section 4 – Definitions.)

4. Any remaining places will be filled according to those children who live closest to the preferred nursery. Distances will be calculated in a straight-line from the home address to the main entrance of the school's nursery class.

Provision

At Queen Victoria Primary School we offer 15-hour government funded Nursery places for all 3 and 4 year olds and 30-hour government funded Nursery places for 3 and 4 year olds who are entitled to free childcare for working parents.

There are 3 Nursery intakes over the course of the academic year, allowing new pupils to start Nursery the term after their 3rd birthday. The cut off dates for each term are as follows:-

Autumn term start	child must be 3 on or before 31 st August
Spring term start	child must be 3 on or before 31 st December
Summer term start	child must be 3 on or before 31 st March

All children attend Nursery Monday to Friday. Children with a 15 hour place will attend for 3 hours each day. They will be allocated a morning or afternoon session dependent upon their age. Children due to join Reception the following September will attend a morning session. Children who will stay in Nursery for a further year after their admission date will initially attend an afternoon session before moving to a morning session in September.

Children with a 30-hour place are able to attend Nursery for 6 hours each day – parents are however, able to choose a mixture of full and half days over the course of the week. We offer wrap around care to cover the lunchtime period for 30-hour children in order that their session times coincide with the school day

The session times are as follows:

AM Nursery	8.40am – 11.40am	Monday to Friday
PM Nursery	12.25pm – 3.25pm	Monday to Friday
30-hour Nursery	8.40am – 3.25pm	Monday to Friday

We take Nursery applications throughout the academic year and during the school holidays. Parents interested in applying for a Nursery place can contact the school office on 01384 888970 or email info@queen-vic.dudley.sch.uk