



Policy for Nursery Admissions

2026-27



EARLEY ST. PETER'S NURSERY

ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2026 - 2027

THERE ARE SEPARATE ADMISSIONS POLICIES FOR THE NURSERY AND FOR THE PRIMARY SCHOOL.

Please note:

- **Separate applications are required for Earley St. Peter's Nursery and for Earley St. Peter's C.E. Primary School**
- **A successful application for Earley St. Peter's Nursery does NOT guarantee a successful application to Earley St. Peter's C.E. Primary School**
- **Offers of a place in the Nursery will be sent in writing**

APPLICATION

Application must be made by completing the appropriate form obtained from the School Secretary or downloaded from the school's website.

ADMISSION INFORMATION

1. Children will normally be admitted to the Nursery at the beginning of the academic year after they turn three years old. If the child is born between 1st September 2022 and 31st August 2023 they will join Nursery in September 2026.
2. The Nursery can offer 26 morning spaces (15 hours) and 26 afternoon spaces (15 hours) some of which can be offered as full time (30 hours) places when children attend both morning and afternoon.
3. Children will be entitled to attend for a maximum free entitlement of 15 hours per week or 30 hours per week, depending on the parents' circumstances. For 15 to 30 hours free childcare per week proof of entitlement will be required before attendance at Nursery can begin, and at the start of each subsequent term if attendance is to

continue. Children attending for 15 hours per week will attend five morning sessions or five afternoon sessions.

Session times are:

Morning: 8.30 am – 11.30 am

Afternoon: 12.30 pm – 3.30 pm

The Nursery sessions and times may be adjusted and a minimum of one term's notice in writing will normally be given.

4. Parents and carers of children who have been allocated a place for 30 hours per week will be offered the following options:

- Full Use of the 30-Hour Entitlement (Including Lunch Hour): Children may attend from the beginning of the school day (8.30am until 2:30 pm), with no additional charges for childcare during this period. Please note that while the lunch hour is included within the 30-hour entitlement. Children will need to bring a packed lunch.

- Option to Purchase an Additional Hour: Parents/carers may choose to extend their child's day to align with the dismissal time of pupils attending the 15-hour provision and the wider school. This additional hour is available for purchase and is arranged on a term-by-term basis. Once chosen, this arrangement must remain in place for the entire term and cannot be altered mid-term.

Parents/carers wishing to amend their child's attendance pattern for the following term must notify the school via email before the start of the new term. If no communication is received, it will be assumed that the current arrangement will

continue. Charges will apply for any additional hours requested, regardless of changes made to the funded hours. The cost of the additional hour is £6.25 each day.

5. Children will be expected to attend regularly. The Governors reserve the right to withdraw a place if a child is frequently absent or is absent for an extended period without a good reason. Places may be held open in exceptional circumstances such as a long period of hospitalisation.

ADMISSION PROCEDURE

1. Completed Nursery application forms must be returned to the School office by:
31 January 2026 for admission in September 2026
2. The Governors' Admissions Panel will meet to consider the information on each application form before allocating the available places, according to the Admissions Criteria. Applications for 15 hours per week, those for 30 hours per week and those for fewer hours per week will be treated equally. Within the admissions criteria, should the need arise, priority will be given to those children living closest to the Nursery. Distances will be measured using a computerized mapping system. The distance is measured as a straight line between the respective home address and the nursery entrance at the time of the application. In the event of identical or equidistant addresses, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out in the presence of a person independent of the Nursery.

3. All offers of places will be made in writing.
4. All offers of places must be accepted within 14 days of the offer being made.
5. A Parent who refuses a place must re-apply if their child is to be considered for a place in future.
6. Applications at other times of the year, late applications or transfers from other nurseries will be considered by the Governors and a place offered if a vacancy exists.
7. A Waiting List will be kept by the Nursery for unsuccessful applicants. Places will be offered from the Waiting List, if a vacancy occurs, in category and distance order (see 'Admissions Criteria').
8. A Parent whose application is unsuccessful has no statutory right of appeal but may ask the Governors' Admissions (Personnel) Committee formally to reconsider the application.
9. If there are spaces in the Nursery and no applications on the waiting list parents may be offered the opportunity to buy additional hours of attendance at the then current rate.

Earley St. Peter's Nursery is an Equal Opportunities establishment and all applications will be given equal consideration within the Governors' Admissions Policy.

Following the allocation of a place parents will be asked to provide the child's birth certificate or another acceptable form of identity such as a passport.

The right is also reserved to verify any of the information, including home address, given on the application form.

ADMISSIONS CRITERIA

Children with an Education Health and Care Plan (EHCP) or a Statement of Special Educational Needs naming Earley St. Peter's Nursery in the Plan or Statement will always be admitted.

When completing the Nursery Application Form, parents should decide under which of the following five categories (other than for children with a statement or EHCP naming the Nursery) they wish to apply.

In the event of there being a greater demand for admission than there are places available, the following over subscription criteria will be applied in the order set out below.

Category One: Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order.

Category Two: Children who have a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

Category Three: Children living in the catchment area shown below.

Category Four: Children living in the Wokingham Borough Council part of Earley (these are roads in the administrative area of Earley as listed by Earley Town Council), but not in one of the roads listed below. (Children living in the Reading Borough Council part of Earley are not included in this category). Clarification can be sought by viewing the Earley Town Guide published by Earley Town Council.

Category Five: Any other children whose parent wishes them to attend Earley St Peter's Nursery.

Appendix: Earley St Peter's CE Primary School Catchment area and Ecclesiastical Parish of Earley St Peter's Church



Terms used are as defined below:

Looked After Children

"Looked after" means a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).