



Statutory

Admissions to Nursery & Pre-School Policy

Aims

- ✓ To ensure access and entitlement to the benefits of high-quality child centred education on a fair and equitable basis.
- ✓ To establish an admissions policy governed by clearly defined criteria.
- ✓ To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- ✓ To provide high quality child centred nursery education to children and families in our local community.

At Oak Green we refer to our children as Nursery (2 year olds) and Pre-School (3 and 4 year olds).

Nursery / Pre-School Opening Hours and Intakes

Our nursery and pre-school provision is divided into two sessions: Little Owls (Nursery) operates for 2 year olds, while the Eagle Owls Pre-School) is for children aged 3 and 4.

Little Owls: sessions run from 8.40am - 11.40am, and 12.30 - 3.30pm: Monday to Friday

Eagle Owls: sessions run from 8.40am - 11.40am, and 12.30 -3.30pm: Monday to Friday

Children must be collected promptly at the end of their session.

The external intakes for children in Little Owls (Nursery) are in Autumn 1, Spring 1 and Summer 1. In Eagle Owls (Pre-School) the external intakes are in Autumn 1 and Spring 1.

Arrangement of Classes

Classes may accommodate 2, 3 and/or 4 year-old children. Parents can register their child in advance of admission by contacting the school directly. Admissions arrangements can be found on our school website, this includes our arrangements for children accessing extended 3 and 4 year old entitlement (i.e. 30 hours) where available.

The Local Authority has delegated admission arrangements to the governing bodies of those schools that have a nursery admission. Governing Bodies have the delegated responsibility for explaining how nursery admissions work in their school and ensuring these are published on their website. Within any nursery class a certain number of places may be allocated to children of a particular age (e.g. 2 year olds). We will explain this on our website.

At any point during the year if the number of applications exceeds the number of places then once children who already hold an Education, Health and Care Plan have been allocated places the remaining places will be allocated in the following order:

1. Looked after children (see Note 1 & 2) and previously looked after children.
2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person. (See Note 3)
3. Children of staff where either:

- i. 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
 - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see Note 4)
- 4. Children living within the catchment area of the school (see note 5)
- 5. Siblings of children who are attending the school at the time allocations are made or attend a linked primary school at the time allocations are made (see note 6)
- 6. Children who qualify for Early Years Pupil Premium (3 and 4 years)
- 7. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the child's normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight line distance. The straight line distance definition: is 'the distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest school gate available for pupils to use'.
- 8. Where one place remains and the next two applicants are equal distance from the school in all cases, including flats and apartments, where addresses are equidistant a random allocation will be made. The terms used in these rules are as defined in the primary rules above. The catchment area used is also as defined in the primary rules.

Our Nursery

Little Owls is a 20 place nursery based on 2 sessions a day of 3 hours duration. The Government funds vulnerable and working parents of 2 year olds for 15 hours a week. The Governors of the school will offer children in Little Owls a place the term after their second birthday in order of priority. Within the above criteria, each application is always considered very carefully on its individual needs. The free entitlement of 15 hours in Little Owls only applies to vulnerable and working parents of 2 year olds. Other children will be charged for the morning/afternoon sessions.

Our Pre-School

Eagle Owls is a 104 place pre-school based on 2 sessions a day dependent on staffing ratios. The Government funds children for 15 hours a week for all children the term after their third birthday. In addition, working parents may be entitled to '30 free hours' (please check the Government website for working parents). The Governors of the school will offer children a place in the nursery usually the term after they have reached their third birthday according to the criteria in order of priority.

Fees

If parents are not eligible for funding. Our fees are as follows:

2 year olds, for a 3-hour session are £20

3 and 4 year olds, for a 3-hour sessions are £18

Early and late supervision is £6 per day

Nappy and wipes are chargeable and included in these prices.

Any chargeable sessions or lunchtime supervisions (in Pre-School) must be prepaid before the start or by the end of the first week of each half term. If payment has not been received by the advised date, the child's place may be revoked.

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Reviewed by: L Hague & P Anyon February 2026

Next Review Date: February 2027

Admissions to Nursery & Pre-School

Allocation of Preferred Sessions

Parents will be asked to give a preference in regard to morning or afternoon sessions (or all-day sessions in Eagle Owls) when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. Places are provided for 5 days a week either AM, PM or all day. If the preferred session is unavailable, the child will be offered an alternative session.

Parental Guidance

The entitlement to a free place is 15 hours a week over 38 weeks or if a working parent has obtained the DfE code for a free 30 hours placement. Oak Green's Little Owls Nursery and Eagle Owls Pre-School are sometimes able to offer more than 15 hours a week in extraordinary circumstances. This is beyond the free entitlement, and if parents wish to use this facility, they will have to pay for it in advance at the beginning of each half term through invoice.

Clothing

Children in both nursery and pre-school are very much part of the whole school community. As a result, we expect children to wear a green Oak Green School sweatshirt or cardigan and black jogging/tracksuit bottoms or leggings. Support is available to children eligible for Pupil Premium. Care is taken to keep costs affordable and we welcome good, lightly used, preloved uniform when outgrown by your child. Please see our uniform policy for further details.

Lunch

If your child is attending for a whole day, then they will need to bring a packed lunch. Oak Green school encourages all children to have a healthy lunchbox. Please do not include any sweets, fizzy drinks or glass bottles in the lunchbox. There are children within the school who have nut allergies and it is therefore of the utmost importance that you do not include foods which may contain nuts, such as peanut butter or nut bars. Any of these prohibited items will be taken off the child and returned to you at the end of the session. Please also ensure that fruit such as grapes are cut to reduce choking risks.

The Consideration List

A consideration (waiting) list will be kept by the school of names, addresses, date of birth, telephone number and date registered of children who are interested. The consideration list will not operate on a 'first come, first served' basis. The length of time on the consideration list in no way influences the decisions about places. The consideration list is likely to change, subject to the criteria above, as new applications are made or individual circumstances change.

Parents will be sent an application form accompanied by an information letter normally 3 months before the placement starts. Completed forms should be returned to the school by the specified date in the letter. Parents will be offered the opportunity to visit the Nursery, prior to submitting a completed application.

Decisions on Places

Decisions will be made by Admissions in the school office, through discussions with the Assistant Head for Early Years and the Co-Headteachers. Decisions to offer a place will be based on the criteria Adopted by Governing Body: March 2026

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laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options. Decisions will be final and there is no right of appeal. Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and to ensure very good attendance (please see section on attendance).

Open Days / Settling in Procedures/ Home Visits

We will book in a home visit for you and your child at the beginning of the term to get to know your child and you in familiar setting. These are essential to discuss each child's needs and ensure we can cater for them before they join Little Owls / Eagle Owls. We will also explain our rationales; how we settle the children in; how teaching and learning is planned, organised and assessed. As a priority there will be opportunities to discuss any concerns, answer any questions and speak to individual parents where necessary. This enables parents/carers to begin to become familiar with our setting and to establish a positive working relationship with the parent/carer and child.

To enable children to settle in quickly to our nursery / pre-school, staff liaise with any other professionals previously involved with individual children and be given access to records from previous settings. In the first two weeks of the child starting in nursery or pre-school, parents will be invited to stay with their children for a supported transition, which will increase over these two weeks until the child is confident in the setting. This will give both the staff and parents/carers/child the opportunity to get to know each other and the facilities, learning opportunities and organisation of the nursery. The staff will help the children feel secure by;

- ✓ Responding to individual needs
- ✓ Acting as a positive role model
- ✓ Introducing the children to the resources
- ✓ Ensuring that the children know where necessary amenities are and how to use them
- ✓ Encouraging the children to choose activities and supporting them in their choice
- ✓ Explaining and supporting them in becoming familiar with routine
- ✓ Praising them for their achievements
- ✓ Encouraging the children to interact with each other to facilitate friendships.

Attendance/Absences

Oak Green School actively seeks to promote good attendance from the point of admission and before children reach statutory school age so that children can form good habits for future learning when statutory. Staff ensure that parents and children are aware of the importance of attending school each day through newsletters, conversations, phone calls and meetings. Where a child will not be attending a session/s, parents must call or email the setting at attendance@oakgreen.bucks.sch.uk or **MCAS app** to report absence to report of their child's absence daily. Where a pupil's absence is unexplained, staff may call to find out the reason of absence to ensure that we are safeguarding children. The school records, tracks and analyses the attendance data of all children within the EYFS provision and supports good attendance. Attendance will be monitored and codes recorded to ensure that the children's attendance profile is accurate and supports both parents and children. Any unforeseen circumstances that occur will not affect a child's attendance, this will be up to the discretion of the Assistant Headteacher and Co-Headteachers, please see 'Unforeseen Circumstances' section for more information.

Sickness

If your child is not well enough to attend the setting, please let us know. Children will be unable to attend if they have an infectious condition or virus. Please telephone or email us at attendance@oakgreen.bucks.sch.uk to let us know if your child is unable to attend. If your child is suffering from sickness or diarrhoea we ask that they remain at home for 48 hours after the last bout of sickness/diarrhoea. If your child/children is/are unwell whilst at the setting we will contact you to advise you and/or collect them. If we are unable to contact parents or carers it may be necessary to telephone other named contacts to arrange collection of your child/children.

Leavers Mid-Year

If a child is withdrawn by their parents from the setting during the school year, parents must give the school a minimum of 4 weeks' notice if possible. The place of the child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate a child on the waiting list. If parents later wish their child to return to then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications. The fact that a child has previously been in the nursery or pre-school will in no way influence the decision on being offered a place.

Loss of Nursery or Pre-School Place

If attendance and punctuality is poor, unexplained or erratic the nursery / pre-school teacher will talk to parents and remind them that for the child to benefit from education, attendance needs to be regular and punctual due to the great demand for places. This conversation is recorded and dated in the child's records. If, after a period of three weeks attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Assistant Headteacher and/or the Attendance Officer. If following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided on a case-by-case basis by the Assistant Headteacher and Co-Headteachers, and a letter explaining the situation will be sent to the parents.

Transfer from Pre-school into Reception Class at Oak Green School

All parents and carers must be made aware that a place in the nursery or pre-school does not guarantee a place in Oak Green School and that they must still go through the correct Buckinghamshire Council's admission procedure. Once parents are offered a place under the co-ordinated scheme they have the right to defer entry for their child. This deferment can be up to the point at which the child is legally required to start school (i.e. the start of the term after the child's fifth birthday) and cannot be beyond the end of the normal academic year of entry for the child (i.e. the latest any child could start is during the summer term of reception/foundation 2) otherwise they must re-apply for admission to year 1. Where schools admit at a point before September of Reception year the children will be admitted to a pre-school class.

Once admissions have been allocated the EYFS staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Our staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

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Policies and Procedures

As our nursery and pre-school are part of our whole school community, we expect parents to adhere to the policies and procedures of the main school, this includes our behaviour policy. We expect pupils, staff and parents to adhere to the Home School Agreement to enable us all to work together for the best possible outcomes for the pupils.

Unforeseen Circumstances

We reserve the right to alter these terms and conditions in order to adhere to changes in Government policy and guidance. This includes partial closing, limiting/changing of hours, curriculum changes, ratios, right to choose etc.

Notes 1, 2 and 4: as defined in the primary school admission rules (Please see Buckinghamshire Council School Admissions page on their website for more information.)

Note 3: Exceptional Social and Medical process for nursery / pre-school / school admissions: The governing body of the school/nursery/pre-school will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending a particular nursery/pre-school/school. When making an application parents should send evidence from an independent professional person (this might be a doctor or health visitor) who knows about the child and supports the application to the school. They must also provide evidence that they are entitled to receive Early Years Pupil Premium or Disability Living Allowance. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

<https://services.buckscc.gov.uk/school-admissions>

Note 5: Definition of sibling: A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

Note 6: Definition of Early Years Pupil Premium entitlement

3- and 4-year-olds in state-funded early education will attract Early Years Pupil Premium (EYPP) funding if they meet at least 1 of the following criteria:

- their family gets 1 of the following:
 - income Support
 - income-based Jobseeker's Allowance
 - income-related Employment and Support Allowance
 - support under part VI of the Immigration and Asylum Act 1999
 - the guaranteed element of State Pension Credit
 - Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
 - Universal Credit: where the household income is less than £7,400 a year after tax

- they are currently being looked after by a local authority in England or Wales they have left care in England or Wales through:
 - an adoption
 - a special guardianship order
 - a child arrangement order

It is the responsibility of the governing body of the school/pre-school/nursery to establish a child's eligibility to EYPP.