

ARUNDEL COURT PRIMARY ACADEMY AND NURSERY

Nursery Admissions Policy

Registration for Admission to Nursery

- All parents are requested to register pupils as soon as possible as this will assist the School in making future plans.
- Registration does not imply that a position will be available when the child reaches nursery admission age.
- The date of registration will be noted, with places offered according to the criteria listed below.
 - a. Where the child has a sibling currently attending the school as a pupil and will be attending at the date of the intended admission.
 - b. Children will be eligible to commence Nursery in the term after their 3rd birthday.
 - c. Date of registration.
- Attendance at the nursery does not guarantee a place in Reception. Parents need to apply for Reception via Portsmouth City Council admissions.

Timings and Procedures regarding Nursery Admission

- Parents will be asked to confirm their wish for a place for their child in Nursery as follows:
September intake – in May.

If any places are available for further intakes, this will be as follows:

- January intake – in October
- Easter intake – in January

Other Information Regarding Admissions

- Fully completed Admission Forms are required for each child entering the Nursery. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.
- A copy of the child's birth certificate must be seen by the school and accounted for on the admission form.
- The school reserves the right to withdraw a place if incorrect information has been given that gave the child a place at the school in the initial allocation e.g. the right for free education in this country
- The Nursery morning session run from 8.25am to 11.30am and afternoon session from 12.25pm to 3.30pm daily. In accepting a place, it is expected that children will attend all five sessions each week. Currently there are no flexible offers.
- There is a maximum of 80 places for 3-year universal funding places (40 in each session), which includes 8 spaces for 30 hour funded children.
- There will be a ratio of one adult to 10 children aged 3 years and above. The nursery will be run with a minimum of four adults, one of whom will be a fully qualified teacher.

- If the September intake is full, unsuccessful applicants will be placed on a waiting list. No further applications will be accepted if there are no places available.
- Parents that have expressed an interest for January or Easter intake will be informed if the Nursery is full in the September of that academic year in order to allow them to make alternative arrangements for their child. Those who will still be eligible for Nursery admission in the following September will then be invited to stay on the register.

This policy will be reviewed yearly by the EYFS lead and Headteacher.

Signed: *Ms R Worswick*
Headteacher

Dated: October 2025

Signed: *Revd: C Hetherington*
Chair of Governing Body

Dated: October 2025