Nursery Admissions Policy

Hillborough Infant and Nursery School

Owned and Written by: Business and Resource Manager Gemma Kiff – Assistant Head EYFS	**Date:** November 2025
Approved by: Full Governing Body	**Date:** November 2025
Next Review:	**Date:** November 2026
This policy has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and it supersedes the HM Government Information Sharing Guidance for Practitioners and Managers published in March 2015.	

The Governing Body has set its planned admission numbers as follows:

- 38 part-time morning sessions taking place between 8.50 a.m. and 11.50 a.m.
- 38 part-time afternoon sessions taking place between 12.30 a.m. and 3.30 p.m.
- Full time places comprising of morning and afternoon sessions are available between
    - 8.50 a.m. and 2.50 p.m. (with an optional 40 minutes at the end of the day-at a cost of £4.00)

Children can be registered on our Nursery waiting list from when they are born. Most children will be admitted in September the term after their third birthday. If there are places available, a further two intakes will take place in January and April following the child's third birthday.

Admissions Criteria

The Governing Body has agreed that places at Hillborough Nursery will be allocated according to the child's age and subject to the following criteria: -

1	Children Looked After (CLA) or Post-Children Looked After (See notes 1 and 2)
2	Children of staff who are employed at Hillborough Infant & Nursery School or Hillborough Junior School (See note 3)
3	Children in the Catchment Area of Hillborough Infant and Nursery School with a sibling or siblings attending Hillborough Infant School and/or Hillborough Junior School at the proposed date of admission (See notes 4 and 5)
4	Children living in the Catchment Area of Hillborough Infant and Nursery School (See note 5)
5	Children living outside of the Catchment Area with a sibling or siblings at Hillborough Infant and Nursery School, who will still be attending Hillborough Infant School and/or Hillborough Junior School at the proposed date of admission (See notes 4 and 5)
6	On the shortest distance, measured by a straight line, between the Nursery's main entrance and the pupil's home address. Those residing closest to the school will be offered a place (See note 6)

Notes: -

1. A 'Child Looked After ' is a child who is: -
    a. In the care of the Local Authority;

b. Being provided accommodation by the Local Authority in the exercise of the social services function (section 22 (1) of The Children Act 1989).

2. A post 'Child Looked After' is a child who was a looked after but immediately after being looked after became the subject of: -
    a. An adoption;
    b. Child arrangements order;
    c. Special guardianship order.
3. Staff employed to work at Hillborough Infant & Nursery School or Hillborough Junior School on a permanent contract for at least 15 hours per week and meets one of the following criteria:
    a. Has been in post continuously for at least two years;
    b. Has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

For clarification:

- Children of staff who have given notice of resignation will not be considered under this criterion.
- A member of staff is defined as a permanent member of teaching staff or non- teaching staff.
- The staff member must be the parent or legal guardian of the child and the child must be living permanently with the member of staff.

4. The term 'sibling' or 'siblings' includes natural, adopted, step brother and sisters or foster brother and sister as arranged by the Local Authority. Other family arrangements will not be considered under this criteria, including cousins.
   For clarification, the following order of priority will be applied when assessing the sibling or siblings' criteria:
    - Children in the Catchment Area of Hillborough Infant and Nursery School with a sibling or siblings attending Hillborough Infant School;
    - Children in the Catchment Area of Hillborough Infant and Nursery School with a sibling or siblings attending Hillborough Junior School.
5. Children living in the Catchment Area as defined by the Local Authority;
6. The Nursery's main entrance is defined as the door used to access the main office. The pupil's address will be as identified in the Local Land and Property Gazetteer. The pupil's home address where they spend most of the school week (Monday to Friday, including evenings) with their parents or legal guardian. This will be checked against official documentation.

SEND

Hillborough Nursery welcomes requests from all eligible children. It is the parent / guardian's responsibility to inform and to keep Hillborough Nursery updated of any special condition or concerns by disclosure when:

- Applying to register on our Nursery waiting list

- Careful consideration will be given to requests for a child that requires one to one or specialist support. We expect parents and guardians to fully cooperate and provide necessary information, including any evidence that may be requested from professionals, to support the initial assessment.

Our SENDCo will conduct an initial assessment by:

- Contacting parents/guardians to obtain a detailed understanding of their child's need;
- Reviewing evidence provided to support the child's needs;
- Consulting with professionals.

If necessary, a supervised pre-visit with parent and SENDCo will be arranged through mutual agreement and form part of the assessment.

Oversubscription Criteria

If our Nursery is not oversubscribed, all eligible applicants registered on our waiting list will be offered a place.

In the case of two or more applications that cannot be separated, the shortest distance between the Nursery's main entrance and the pupil's home address will be used to decide between them (see note 6). Where the distance between the children's homes and the Nursery is the same (e.g. block of flats), random allocation will be used to decide between them. This process will be independently verified.

The Governing Body reserves the right to make the final decision on admission to Hillborough Nursery.

Application Deadlines

The application process for a place each term is as follows:

Term	Apply by	Offer Date	Offer Acceptance by
Spring (January)	November	Early December	Early December
Summer (April)	February	Early March	Early March
Autumn (September)	June	Early July	Early July

Parents and carers are advised that a place at Hillborough Nursery does not guarantee a Reception place at our School.

If your child is offered a place, an email will be sent to register an account to enable the completion of all necessary forms and the uploading of your child's birth certificate and proof of main residence. Please read our Pupil Privacy notice in the Data Protection section on our website.

In addition to our Terms and Conditions of Acceptance of a Place, please note the following:

1. Your child must start at our Nursery within seven school days from the start of each term (Autumn, Spring and Summer term);
2. After your child has started, six weeks' calendar notice must be given to cancel your child's place. During the cancellation notice period, your child will remain enrolled at our Nursery;
3. After your child has started, six weeks' notice must be given to request a change your child's nursery sessions.