

Nursery Admission Policy

2025/2026 Academic Year

1.0 Introduction

Burford Primary School is an Academy School within the Oxford Diocesan Schools Trust. Our friendly school with a 'family atmosphere' is situated within the heart of Burford. It serves the communities of Burford, Fulbrook, Taynton, Asthall, Widford, Westwell, Bradwell Grove, Shilton & Signet.

As an Academy, the Local Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admission applications.

These arrangements seek to comply with the Government's Schools Admissions Code¹, Oxfordshire's Early Education Fund for 3 & 4 year olds - universal entitlement (15 hours) and extended (30 hours)² and the Early Education and Childcare Statutory Guidance for Local authorities³.

2.0 Admission Guidelines

All three and four-year-olds are entitled to a free early years education place for 570 hours per academic year (15 hours per week) or 1140 hours per academic year (30 hours per week) if eligible (*see Appendix 1 of this Policy*) over no fewer than 38 weeks of the year.

We expect to admit children that will be using their Early Years Education Funding as well as children whose parents or carers are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The minimum amount of funded time in a day is 3 hours and the maximum is 6 hours.

3.0 Admissions to the Nursery/Foundation Stage Class (Nursery)

Burford Primary School admits Early Years Education funded three and four-year-olds from the start of term following their third birthday.

4.0 Patterns of attendance available

We are required to offer the Early Years Education Funding in a flexible way. During term time only, our school makes a core offer of:

- Morning sessions of 08:30am to 12:00 pm and
- Afternoon sessions of 12:00 pm to 3.15 pm and
- All day sessions of -8.30 a.m. to 3.15 p.m.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

² <https://www.oxfordshire.gov.uk/cms/content/free-early-education-3-4-year-olds-0>

³https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf

If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 p.m. – 1.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

Session choices	Hours	Funded/bought hours
8.30am – 12.00pm	3	As part of the Early Years Education Funding or bought
12.00pm – 3.15pm	3	As part of the Early Years Education Funding or bought
8.30am – 3.15pm	6	As part of the Early Years Education Funding or bought

It is the expectation that parents or carers commit to their child attending for at least the 15 hours of their NEF. Parents or carers only wishing to use their 15 funded hours at Burford Primary need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 5 mornings of 3 hours; or a mixture of full days (6 hours) and half days (3 hours), totalling 15 hours. Parents or carers eligible for 30 funded hours cover five days per week 8.30 a.m. – 3.15 p.m.

Drop off and pick up times may vary in line with the school’s drop off and pick up procedures; however, all sessions will be at least 3 or 6 hours.

5.0 Extended Hours

Some families may need a longer day; we can also offer nursery places in our school before and after school provision (when available). These sessions are:

- 7.45am – 8.30am before school and
- 3.15pm – 5.30pm after school

6.0 Charging

There is no charge for applying for a nursery place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

A charge cannot be made if a child is only attending the nursery, as part of their Early Years Education Funding.

Details about buying additional sessions/hours in the nursery are set out in the schools charging policy. A policy on charging for activities is available on request from the school and can be viewed on our website.

7.0 Childcare Vouchers

Our school accepts childcare vouchers and is registered with a variety of companies. If your employer offers such a scheme, please come to the school office to discuss your requirements.

The table below sets out our session times. When applying for a place, please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied:

8.0 School Lunches

Free school meals (FSM) can be provided for children whose parents or carers meet the government's eligibility criteria **Apply for free school meals - GOV.UK¹** and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.

Children who do not meet the eligibility criteria for free school meals are offered the opportunity to buy a cooked school lunch (contact the school for current prices) or bring a home packed lunch.

9.0 Visiting

We welcome visits from parents or carers and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our Nursery. If you would like to visit Burford Primary School, you should contact the office to make an appointment.

10.0 Applying for a place

Most children will start at the Nursery at the start of the term or half term. Other children join us 'in-year' at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.

To apply for a place here **you must use the Burford Primary School Nursery Application Form and return it to the school** (see *Appendix 2 of this policy*).

Places are not allocated to a child automatically, even where:

- There is an older sibling attending here;
- A parent has expressed an interest at any time in the school; or
- The child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

The closing dates for applications for the Nursery unit intake are: 1 April, 1 July and 1 January. You can apply after these dates but your application may not be considered until after all of the applications that were on time. If you were unable to apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

¹ <https://www.gov.uk/apply-free-school-meals>

10.1 Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend Nursery and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child's age.

11.0 What happens next?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the Local Governing Body prioritise applications according to the oversubscription criteria below.

By **May half term, October half term and February half term** we will contact successful parents or carers to welcome them to the school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

12.0 Points of Admission to Nursery for funded hours

Generally children will start at Nursery at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 3 years old		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents or carers who retain a right to defer admission or send their child part time. This is a completely separate application and securing a place in our Nursery **does not** guarantee/secure a place in our Reception class/school.

13.0 The admissions process

1) Children become eligible for a place when they were born:	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 January & on or before 31 March
2) Visit the nursery:	Spring term	Summer term	Autumn term
3) Apply by:	1 April	1 September	1 January
4) Admissions panel meet:	Mid-April	Mid-September	Mid-January
5) Receive a letter about your application before:	May half term	October half term	February half term
6) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
7) Start at Nursery/FSU (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

14.0 Published Nursery Admissions Number (PNAN)

This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Oxfordshire County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

The Local Governing Body also factor in the local demand for places and the age ranges of the children wanting a place. If there is a change to the PNAN part way through the year this must be published.

If there is an increase in the demand for places the Local Governing Body may decide to increase the PNAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

The table below sets out our Published Nursery Admissions Number (PNAN) for 2025/26 is:

The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:	10
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15.0 Oversubscription criteria

Where the number of applications exceeds the number of places available in the Nursery the Local Governing Body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. A child with an Education, Health and Care Plan or a Statement of Special Educational Needs naming Burford Primary School will be admitted
2. Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order
3. Children with an exceptional medical or social need to attend this setting
4. Children who live in the designated area (*see Appendix 3 of this policy*) and are eligible for the Early Years Education Funding for three-year-olds or the Early Years Pupil Premium
5. Children who live in the school's designated area who have a sibling at the school
6. Children who live outside of the designated area with a sibling at the school
7. All other children who live in the designated area
8. Children who are in the academic year before their Reception year (N2)
9. Children who live outside the designated area who are eligible for the Early Years Education Funding for three-year-olds or the Early Years Pupil Premium
10. Other children.

16.0 Waiting lists

Following allocation of Nursery places, the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.

If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the Nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

17.0 Increasing the hours attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents or carers on the waiting list do not want the places at the times that are available then the places can be offered to parents or carers of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents or carers of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents or carers will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

18.0 Admissions appeals

If a Nursery place is refused, parents or carers can go through the school's complaints process to appeal. The Local Governing Body will review the decision and decide whether the refusal was justified on the grounds that the Nursery is full.

19.0 Transport

No transport is available for pre-school children.

20.0 Uniform

Children attending Burford Primary School Nursery follow the school's Uniform and Equipment Code and wear uniform. Some of the items required can be purchased from either of two on-line companies and the rest of the uniform can be bought from retail outlets.

21.0 Claiming the Early Years Education Funding

The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

It is important that both the school and parent can see what time is funded and what time is being bought.

Parents or carers must not claim more than the 15 hour entitlement or 30 hour entitlement if eligible. Checks are carried out to ensure that over claims are not made. Parents or carers will be asked to complete a declaration return which is kept in the school office for auditing purposes.

22.0 Changes to attendance

Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places:

- 1) New applications from parents or carers whose children do not yet attend the nursery.
- 2) Requests by parents or carers whose children attend the nursery and they want to increase OR change the times their child attends

It is expected that parents or carers will ensure their child will attend at the times agreed on, so that children can establish a routine and be ready to start school.

If a child is sick, the parent or carer must inform the school. If a child does not attend the Nursery for a period of more than two weeks without informing the school, then the school will follow their safeguarding procedures to obtain the whereabouts of the child.

23.0 Induction and transition arrangements for starting Nursery

If your child is successful in gaining a Nursery place, an induction meeting with the parents or carers is held either as a group or individually. Your child will be offered a stay and play session before the official start date. We also offer home visits in September for those who request this as a further opportunity to get to know your child and for your child to get to know their teacher.

24.0 Further information and Contacts

A nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

Any complaint about the operation of this admissions policy or the refusal of a place should be made through the school's complaints process.

There is no statutory right of appeal.

Contact details and further information:

Headteacher: Mrs Rachel Veeder	E-mail:	office.2251@burford-pri.oxon.sch.uk
	Telephone:	01993 822159
	Website:	www.burford-pri.oxon.sch.uk

25.0 Policy Version

The school's Nursery Admission Policy is determined by the Local Governing Body on January 2025

Signed:

Local Governing Body

Signed:

Rachel Veeder Executive
Headteacher

Appendix 1

30 HOUR ELIGIBILITY

Please also see the following website for more information:

www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

15 hours free childcare

All children in England get 570 free hours per year. It is usually taken as 15 hours a week for 38 weeks of the year, but you can choose to take fewer hours over more weeks, for example. You can eligible from the term after your child's 3rd birthday.

30 hours free childcare

You may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take). If you are eligible for the extra hours, you sign up online to get a code to give to your childcare provider to reserve your place. You'll get the extra hours once the next term starts – i.e. apply by 31 December to get a code to use for the term starting in January.

If you've already registered, you can **Sign in to your childcare account**².

Eligibility

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- In work - or getting parental leave, sick leave or annual leave
- Each earning at least the National Minimum Wage or Living Wage ³for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- Your child doesn't usually live with you
- The child is your foster child
- Either you or your partner has a taxable income⁴ over £100,000

² <https://www.gov.uk/sign-in-childcare-account>

³ <https://www.gov.uk/national-minimum-wage-rate>

⁴ <https://www.gov.uk/income-tax>

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

If you can't work

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carers' Allowance or Employment and Support Allowance.

Apply for 30 hours free childcare

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

It takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.

You'll get a childcare account if your application is successful. You can use it to get your code for 30 hours free childcare:

www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

Nursery Application Form Appendix 2

Section 1: Child's Details					
Legal Surname		First Name			
If your child is known by a different surname,		Middle Names			
Preferred Start Date:					
Normal Home Address (this is the address at which your child normally lives, see Admission Policy for details)		Male or Female			
		Date of Birth (dd/mm/yy)			
		Day	Month	Year	
	Postcode				
Your child's current pre-school setting (if applicable)					
Does your child have an Education and Health Care Plan (EHCP)?	Yes/No	If so, which Authority authorised the plan?			
Is your child 'looked after' or previously 'looked after' by a Local Authority	Yes/No	If so, please give the name of your child's social worker and Local Authority			
Does your Child have a disability as defined in the Equality Act (2010)	Yes/No	If so, please give the nature of your child's disability			
Section 2: Contact details of parent/carer living at home address above					
Surname		First Name			
Title		Male or Female			
Relationship to child (e.g. Mother, Father etc)					
Daytime Telephone Number		Is this number	Home/work/mobile		
Alternative Telephone Number		Is this number	Home/work/mobile		
If your child has any older siblings attending this school, please give their name(s) and DoB here					
Name		Date of Birth			
Name		Date of Birth			
Name		Date of Birth			
Name		Date of Birth			

Section 3: Medical Information

Medical History

Does your child suffer from:		Does your child have any problems with:	
Asthma	<input type="radio"/>	Mobility	<input type="radio"/>
Epilepsy	<input type="radio"/>	Behaviour	<input type="radio"/>
Diabetes	<input type="radio"/>	Hearing	<input type="radio"/>
Bowel or bladder conditions	<input type="radio"/>	Speech	<input type="radio"/>
Serious allergies	<input type="radio"/>	Vision	<input type="radio"/>
Any other medical conditions	<input type="radio"/>	Wears Glasses	<input type="radio"/>

If you have ticked any of the boxes, please give details:

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Does your child need regular medication on prescription	Yes/No
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Will your child need medication during school hours	Yes/No
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If you have answered 'yes' to the above questions, please contact the school to make an appointment to discuss your child's needs with the school staff

Section 5: Your Signature and declaration

Please note that, if you deliberately give false information, we may withdraw your child's offer.

I certify that I have parental responsibility for the child named in Section 1 and that this application has the agreement of all parents/carers.	
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I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I deliberately give false or misleading information, my child's offer of a nursery place may be withdrawn	
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I hereby authorise the school to contact my child's previous pre-school setting if required	
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I have read and understood the school's Nursery Admission Policy	
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I will provide the school with original copies of the below as proof of address and identity

	Child's birth certificate or passport	
	Proof of home address – (utility bill, council tax bill, landlord/lease agreement)	
	Proof of identity for the main carer/person with parental responsibility	

I understand that failure to produce these documents can lead to a refusal of a place in our Nursery

I have read and understand the explanatory notes. All the information I have given on this form is correct to the best of my knowledge. I understand that I am giving my consent for Burford Primary School to process the information in this form for educational purposes and can share it with other agencies and admission authorities for educational purposes. I understand that Burford Primary School will keep this information securely.

Signature		Date	
Name in BLOCK CAPITALS		Relationship to child	

Appendix 3

Designated Area

The designated area is defined at the proximity of the child's home, as measured by the straight line distance between the home and school with those living nearer being accorded the higher priority, will serve to differentiate between children in these criteria should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school. The straight line distance used to determine proximity of the home to the school will be measured by ABC LAs Geographical Information System as described in the ABC LA admissions booklet.

Sibling is defined as meaning a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Location and Designated Area of Burford Primary School:

