



Grange Farm Primary School

## Nursery Admissions Policy

Adopted by Grange Farm Primary School Governing Body on  
10th July 2025

To be reviewed by Governors  
Summer 2027

## 1 Scope

This policy aims to inform parents about fair allocation of nursery school places and provide clear information on how we prioritise children's needs when allocating places.

***Please note: the allocation of a nursery place in school does not guarantee a place in Reception. All families must apply for a place in Reception in accordance with the School's Admission Policy.***

## 2 Grange Farm Primary School Nursery

Grange Farm Primary School Nursery aims to provide an early years education experience for children that is accessible, high-quality and geared towards a smooth transition into Reception class. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

Our setting is a 37 place nursery and caters for children aged between 3 and 4 years old. We have our own entrance and fenced play area that is shared with the Reception classes. Children are eligible to start the term after their third birthday, if places are available. There are three intakes over the course of the academic year; Autumn, Spring and Summer terms.

## 3 Application process

If you would like your child to attend the Nursery then you need to visit our website and fill in a form located on the Nursery Class page. Alternatively you can contact the school office directly, in person or by phone (0113 2930120) to place your child's name on the waiting list. Please note that this is a dynamic list and position on the list is determined based upon the priorities listed below. When a place becomes available, we will contact you the term before your child is eligible to start.

You are very welcome to come and visit the Nursery before you put your child's name on the waiting list.

All three and four year olds are entitled to 15 hours' free early education or childcare and some children of working parents will be eligible for a further 15 hours' free provision under the government's '30 hours entitlement funded childcare scheme'. Please visit <http://www.childcarechoices.gov.uk/> for more information.

It is your responsibility to obtain the 30 hours code and your child will not be allowed to start Nursery until this has been provided.

School needs to see your child's original birth certificate (photocopies are not permitted) or passport before they are allowed to start.

## **4 Admissions**

Please note the following criteria will be used when offering places for Grange Farm Primary School Nursery where demand for places exceeds the number of places.

### **Priority 1 - date of birth**

Children will be admitted in date of birth order.

### **Priority 2 - children who have a brother or sister attending our school**

To get this priority, the sibling must:

- Live at the same address as the child applying
- still go to our school when the child applying starts (in September)
- be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house).

### **Priority 3 - straight line distance to school**

We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

**Which address to use** - When you apply you must use the child's permanent address, where they usually live with their parent or carer - this is the address of the person holding parental responsibility for the child. You must not use any other address on your application.

**If the child lives in different properties (shared care)** - Only one address can be used on your application for a nursery place, and this should be the parent address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

## **5 Starting nursery**

Once your child has been allocated a place at Grange Farm Primary School Nursery they will be invited to a 'nearly nursery' session. Here we will organise a home visit to see them in their own home. Children will then be invited to attend a short 'stay and

play' session before beginning their full allocated hours. Staff may deem it necessary to have more than one stay and play session if the child needs more settling in time. If your child's hours need to be increased more gradually we will discuss this with you as appropriate.

The children are gradually introduced to the nursery routines and are encouraged to develop independence, good communication and social skills and a love of learning through structured play and group times.

Please note: there is an expectation that children attending nursery will be toilet trained. Unless there is an identified medical or special educational need or disability, children who are not toilet trained by the time they come to nursery will only be offered 15 hours due to staffing ratios. School does not provide nappies, cream, baby wipes etc.

## **6 Attendance**

Although there is no statutory requirement for children to attend nursery provision, we expect those that take up a nursery space to attend regularly. We expect parents to communicate any non-attendance. Children with poor attendance may have their place withdrawn and we will follow up any regular non-attendance as part of our duty of care.

## **7 Children with additional needs**

If you are aware that your child may have additional needs, whether it be physical, emotional or learning needs, this should be brought to the attention of the nursery staff as soon as you are offered a place. This enables us to plan for the right provision for when a child starts nursery and assists us in applying for additional resources from the Local Authority where appropriate. Meeting individual needs can become challenging if they have not been identified in time for the necessary resources to be made available before the child starts nursery.

## **8 Monitoring and review**

This policy is reviewed annually by the governing board, headteacher and early years leader(s).

The scheduled date for review is May 2026.

