



# Lubbins Park

Primary Academy

## Nursery Admissions Policy 2025 – 2026

<b>Approved by</b>	Board of Trustees
<b>Date Approved</b>	20.1.2026
<b>Next Review Date</b>	July 2026

## NURSERY ADMISSION POLICY AND PROCEDURES 2025 - 2026

Children can be admitted to the Nursery Class at the start of the academic year (September) following their third birthday, if places are available. Attendance will either be on a part time basis (15 hours) or a full-time basis (30 hours).

All children who are three and four are entitled to 15 hours funded childcare. Some working parents will be entitled to 30 hours funded childcare. To check your eligibility, please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Mid-year applications will be considered, depending on the number of spaces available.

This is a school nursery class and therefore operates during term times only.

Admission to the Nursery Class does not constitute a promise of a place in the Infant School nor does it preclude the admission of a child to any other Infant or Primary school in the area. The school will maintain an application list of pupils seeking admission to the Nursery. Inclusion of a child's name on the list does not constitute a promise of a place.

An application form for a nursery place starting in September should be completed by parents and submitted to the school no later than 1st July. (Applications received after this date will be considered once the first application round is completed and places have been allocated). Allocations will be made to children who are 3 years old by 31st August and notifications sent to parents. Parents should accept/confirm their space via email to [admin@lubbinspark.essex.sch.uk](mailto:admin@lubbinspark.essex.sch.uk)

### **Oversubscription**

Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

Places are allocated according to:

1. Looked After Children (LAC) (Children in Public Care) (see note 1).
2. Children of staff at Lubbins Park Primary Academy
  - a) Where the member of staff has been employed at Lubbins Park Primary Academy for two or more years at the time at which the application of admission to the school is made and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Siblings - Children who have a brother or sister attending Lubbins Park Primary Academy (see note)
4. Remaining applicants will be offered on a first come, first serve basis and placed on a waiting list and contacted should a space become available.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

## Notes

- 1. A looked after child (LAC) is a child who is in care to a local authority or who is provided with accommodation by that authority and will still be looked after when at the time an application for their admission to a school is made, and who the local authority has confirmed will still be looked after at the time when the child is admitted to the school. Children placed by the Local Authority by a Kinship or residency order are NOT classed as a looked after child.*
- 2. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.*
- 3. "Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.*
- 4. Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.*

## **Determining session allocation**

Our Nursery session times:

Morning: 9:00am-12:00pm

Afternoon: 12pm–3pm

Parents, who want a part time place, are asked to state a preference for mornings, afternoons or whole days. The school may need to take account of the balance between morning and afternoon places, however, so it may not be possible to fulfil all parents' requests.

## **Attendance at the Nursery Class**

- Admissions forms to be completed.
- Birth dates will be checked and a copy of the Birth Certificate will be taken.
- A copy of a utility bill for verification of the child's address will also be taken.
- Parents/guardians will be asked to bring their child for a visit to the Nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.
- Since places in the Nursery Unit are limited, parents/guardians are advised that a poor record of attendance (less than 90%) without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- Parents/guardians will be asked to provide at least two emergency contact numbers.
- Children who stay at Nursery over lunchtime will need to bring a packed lunch with them, to be eaten at lunchtime. If your child stays for an additional 3-hour session parents will be required to pay for this session. This charge is set by the Board of Trustees. You will however need to provide your child with a packed lunch.
- A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme.
- This Nursery Admission Policy will be available for parents and has been endorsed by the Board of Trustees, who will review it at periodic intervals.