Charter Academy

Nursery Admissions

Local Level Policy

Date effective	September 2025
Review Cycle	Annual
Review Date	July 2026
Date of Approval by Governors	
Committee approved by	Charter Local Governing Body
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Date	Notes

Purpose & Aims

To ensure the admission criteria for Charter Academy's Nursery provision is clear and that there is flexibility within the system to accommodate the needs of both the children and their families within the local community of Charter Academy.

We aim to deliver flexible care and education in a way which supports all parents and assists those who work and those seeking work.

The Governing Body is responsible for the Nursery Admissions Policy.

If you require any further help or explanation about anything contained here please contact our school office on 02476 466391.

Overview

The Nursery provision within Charter Academy is committed to providing excellent quality integrated education and care to children aged 2 to 4 years old within the local community. We welcome all children and their families and ensure they feel happy and safe whilst attending Nursery.

- We have Holly and Hazel classes that welcome children from the age of 2 until they complete their pre-school year at the age of 4.
- We also have Hawthorn that welcomes 3- and 4-year olds in their pre-school year.

Children within the Nursery provision will learn through carefully planned play sessions delivered by skilled Early Years teachers and practitioners. Play activities suited to individual children's interests are also planned for. All staff strive to create a teaching and learning environment that is stimulating and challenging.

Eligibility

Your child can stay in Nursery until the end of the academic year following their 4th birthday.

Attendance at Charter Academy Nursery does not guarantee a place at Charter Academy School, parents must apply separately for a place at Charter Academy School or an alternative school of their choice.

It is **very important** that parents who think they are eligible for 30 hours extended funding apply using the online checker on the government website – **The term before their child is due to start nursery.** e.g those starting in the Autumn term must apply during the summer term. If successful they will be given an online eligibility code which **must** be given to the nursery when completing the governments funding forms.

In addition to this, parents of children who do not qualify for the 30-hour funded entitlement apply for fee paying places.

Please the 'Allocation of places' section below to see how we offer our session availability.

Allocation of Places

Holly and Hazel

We have three admission intakes in September, January and April for both 2- and 3-year-old academic year groups. If vacancies arise during the year, they will be filled in accordance with the oversubscription admissions criteria. Should there be more applications made than number of places available, children will be allocated places also using the oversubscription admissions criteria. This applies to both funded and non-funded places.

Hawthorn

We have one main admissions intake in September of each year at Hawthorn, applications for which should be submitted by the end of Spring half term of the same year. If vacancies arise during the year, they will be filled in accordance with the oversubscription admissions criteria. Should there be more applications made than number of places available, children will be allocated places also using the oversubscription admissions criteria.

Holly, Hazel and Hawthorn

Once all places have been allocated, any remaining children will be placed on a waiting list in order of receipt of application. In the event of a place becoming available with a waiting list of more than one application, children will be admitted using the over subscription criteria. If parents' first choice of setting is not available, they will be given options as to what alternative provision within the setting can be offered at the time.

We currently offer places for;

- 2 year olds (funded and non-funded)
- 3 and 4 year olds (universal 15 hour provision)
- 3 and 4 year olds (30 hour extended provision)

The number of places in each setting will be strictly regulated, so that the maximum number legally permitted is not exceeded. Children already attending Holly, Hazel or Hawthorn provision within Charter Academy will have priority for new sessions/adapting current provision over those children on the waiting list. The Nursery setting will also reserve the right to charge fees for any sessions not paid for through grant funding.

Attendance

Once a Nursery place has been allocated and accepted, Charter Academy will work in partnership with parents to ensure regular attendance in Nursery is maintained. Children must attend Nursery regularly. Although attending Nursery is not a statutory requirement, absence from Nursery may leave children vulnerable to falling behind and under-achieving.
Charter Academy School's expectation is that 'good' attendance should be at 96% or above for all children. If a Nursery child's attendance figure should fall below 90%, then the following steps will be taken.

1. Contact will be made with the parent by Miss Cameron (Nursery Manager) or Mrs Evans-Jones (Nursery Teacher) to discuss any support that school can put into place to help improve child's attendance to above 90%.

2. If child's attendance figure has not risen to above 90% with school support in place, parent will be contacted by the Early Years Lead to discuss further support required e.g. external support services such as Early Help intervention or advice from LA attendance officer. A warning will also be issued that the child is at risk of their Nursery place being withdrawn.

3. After following steps 1 and 2 and in agreement with the Headteacher of the school, parents will be notified that the place for their child will be withdrawn and the child should no longer attend the Nursery setting they are registered at.

These steps will be followed for both funded and non-funded places in Holly, Hazel and Hawthorn Classes within Charter Academy.

Nursery Sessions

Holly and Hazel Nursery:

Our 2–3-Year-Old nursery offers flexible session times to support families:
- Morning Session: 8:30am – 11:30am
- Afternoon Session: 12:20pm – 3:20pm

We also offer a full-day option from 8:30am – 2:30pm. If you receive 15 universal hours you can pay for a further 15 hours at £12 a session.
Parents who would like their child to stay until 3:20pm can do so for a small additional charge of £4.

Hawthorn Nursery:

Our 3–4-Year-Old nursery runs a morning session from 8:50am – 11:50am.
Children can also attend an afternoon session in Hazel Classroom in one of the following ways:
- If families are claiming 30 hours of funded childcare, children may attend both morning and afternoon.
- If additional hours are needed, parents can pay £12 for the afternoon session.

Children attending the afternoon can be collected at 2:30pm, or parents may pay an extra £4 for the extended hour until 3:20pm.

Lunch Arrangements:

Lunch is not automatically provided by the nursery. Families may choose between:
- Ordering a school meal via School Grid, or
- Sending a packed lunch from home

This gives parents the flexibility to choose the option that best suits their child.

Oversubscription Admissions Criteria

If a Nursery setting within Charter Academy receives more applications than places available, it will not be possible to offer every child a place. The admission arrangements for our Nursery adhere to the guidance from the City Council and the admissions policy has been approved by the Governing Body.

The criteria for allocating places are as follows: -

Priority 1 – Looked After Children
Children who are looked after by a local authority or were previously looked after. This also applies to children who are subject to adoption, residence, or special guardianship order. Children in care means children who are in care of a local authority in accordance with section 22C of the Children Act 1989.

Priority 2 – Vulnerable children (Social or Medical)
Children whom it is deemed there is a strong social or medical reason to attend the setting applied for. Applications under this category may be supported by written information from a doctor, social or key worker or other relevant independent professional. The information provided must confirm the social/medical need and outline the support needed for the child.
Reasons that can be considered are as follows;

- Children under CP, CIN or CAF
- SEN or Children with additional needs (medical)
- EAL
- Travellers
- Pre-school age

Priority 3 – Siblings
Children with a brother or a sister already attending the school and who will still be attending on the date of admission. This category includes foster brother and sisters, half brothers and sisters or stepbrothers and sisters. In all cases, siblings must be living at the same address as the child for whom the application is being made.

Priority 4 – Distance
Children living closest to the school.
In the event of receiving two or more applications within the same priority, children living closest to the school measured in a straight line from the post office address point from the child's home, to the post office address point of the school (supplied by Royal Mail using a computerised mapping system) will be used to decide which applications are to be successful. The deciding factor for two or more applications equidistant from the school will be allocated by a random drawing of lots.

Equality Impact Assessment

Under the Equality Act 2010, Charter Academy has a duty not to discriminate against people on the basis of their gender, gender identity, race, marital status, national or ethnic origins, nationality, disability, sexuality, sexual orientation, pregnancy or maternity, age, religion or beliefs.

This policy has been equality impact assessed and is line with the Equality Act 2010. It is fair, promotes equality within Charter Academy and does not prioritise or disadvantage any pupil.