

Early Years Part-Time Admissions Policy



Summary:

Author	Headteacher		
Applies to: (please check as appropriate)	☒	☒	☐
	Staff	Pupil	Community
Ratifying Committee(s):	N/A		
Available on:	Compliance Library ☒	Website ☒	
Date of Approval:	September 2025		
Date of Next Formal Review: (ensure this is aligned to committee)	September 2026		

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Review Period:	Annual
Status:	Live
Owner:	Pontefract Academies Trust
Version :	2.0

1. Universal and Extended Entitlement for 3 and 4 year olds

The School Governance Committee is responsible for part-time admissions to Orchard Head Junior, Infant, and Nursery School's Early Years Foundation Stage. It agrees to follow the Early Years Part-time Admissions Policy set by Wakefield Metropolitan District Council.

The school has a 39-place nursery in which a maximum of 78 part-time universal places will be offered. Children admitted to our nursery usually attend either 5 morning sessions or 5 afternoon sessions. Other variations are subject to the availability of places, proven parental demand for flexibility, or at the discretion of the Headteacher.

The school does not offer extended entitlement places.

2. Part-time Admission Dates

A child can be admitted to early years provision during the term after the child's third birthday.

3. Part-time Admissions Criteria

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If nursery receives more applications than there are places available, children will be admitted in the following order:

1. Children undergoing an Education, Health and Care Plan Needs Assessment or who have an Education, Health and Care Plan (which must state the name of the school).
2. Children in public care (looked after children) or a child who has previously looked after, or fostered, under an arrangement made by the Local Authority (see definition under explanatory notes).
3. Children who live in the school's catchment area or parish area, who have brothers or sisters attending the school at the time of admission.
4. Other children who live in the school's catchment area.
5. Children who live outside the school's catchment area but have brothers or sisters in attendance at the school.
6. Other children by age order (admitting the oldest first).

4. Explanatory Notes

Where any category of criteria is over-subscribed, children within that category will be admitted in an age-order basis (oldest first). Where two children have the same date of birth, priority will be given to Wakefield District children. If both children live in the Wakefield District, priority will be given to the child that lives nearest to the school, measured as the crow flies (the distance measured will be from the central point of the applicant's property to the central point of the school's ground. Measurement will be made using the LA's in-house admission system and mapping software).

- Brothers and sisters are defined as children having brothers or sisters (including stepbrothers or sisters) living at the same address as themselves, attending the same school or a school on the same site, on the date of admission.
- For admission purposes, only one address can be put forward as a child's permanent address. Where a child resides with more than one parent or carer, at different addresses, the school will use as the main place of residence, the preference expressed by the parent/carers at the address where the child lives for the majority of the time during the school week.

5. Children in Public Care – this refers to the children who are:

- Subject to a care order made by the courts under section 31 of the Children Act 1989. For the court to grant a care order it has to be satisfied that a child is suffering, or would suffer, 'significant harm' without one;
- Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989.
- Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After, will all be included within the higher priority for looked-after children.
- Where the admission of siblings from a multiple birth (e.g. twins, triplets) would cause the school to rise above the agreed Nursery Number, WMDC Early Years Team will be contacted to agree a resolution.

6. Allocating part-time places – universal and extended

Parents/carers must contact the school directly when applying for a part-time nursery place. The parent/carer will be required to complete a Confirmation of Interest Form and the child's name will be added to the school's nursery waiting list.

Parents who require less than 5 sessions/15 hours per week will be considered alongside all other requests.

Places will be allocated in accordance with the above part-time admissions criteria. A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended.

The school will allocate universal places on the following date:

A child born between	Eligible for admission	Dates places will be allocated
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1 st September and 31 st December	Spring term (in January)	April 2024
1 st January and 31 st March	Summer term (in April)	November 2024
1 st April and 31 st August	Autumn term (in September)	February 2025

The school does not offer extended entitlement places.

Any applications received after the specified date will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing.

Following notification that a place is available; a child will be expected to take up the place within 2 weeks of the term start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, the offer of a part-time place will be removed.

The school is required to record evidence verifying a child's date of birth, their identity and the parent's eligibility for extended hours, as appropriate.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are resident for most of the school week. Parents are asked to sign the application form stating that all the information provided is correct. If a parent/carer refuses to provide this, this could result in the application for a nursery place being refused. If a parent/carer provides information which, after their child has been offered a place in nursery, is found to be inaccurate, the school reserves the right to remove that place.

For admission purposes, only one address can be put forward as a child's permanent address. Where a child resides with more than one parent or carer, at different addresses, the school will use as the main place of residence, the preference expressed by the parent/carer at the address where the child lives for the majority of the time during the school week.

If a child is refused a part-time early year's place, then the parent/carer may appeal to the committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number, or earlier than the specified admission dates. The only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be informed that, even if their child attends the Nursery at Orchard Head Primary School, there is no guarantee that they will be admitted to full-time education at the school. The parents/carers of children attending nursery must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory

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duty to apply the admissions criteria to each preference, whether the child is already attending Orchard Head Primary School or not, to allot places to each school accordingly.