



## Nursery Admissions Policy

### 2026-27

**Author / staff lead:** Mrs J Watson

**Abstract:** This policy details agreed admissions arrangements for children due for admission to Lent Rise Starfish nursery from September 2025-August 2026.

|                     |                                   |                                                                                      |
|---------------------|-----------------------------------|--------------------------------------------------------------------------------------|
| Approved by:        | Mrs M Young<br>Chair of Governors |  |
| Approved by:        | Mrs J Watson<br>Headteacher       |  |
| Last reviewed on:   | 12/03/2023                        |                                                                                      |
| Next review due by: | N/A                               |                                                                                      |
| Policy number:      | LRS0153                           |                                                                                      |

Lent Rise School is an Academy Trust and the Trustees are the admissions authority.

Lent Rise Nursery School provides an inclusive, supportive and caring environment in which children can learn and flourish prior to their entry to School. We welcome applications from all members of the community without reference to ability or aptitude or faith. Our vision is for each child to Learn, Reach and Shine, realising their full potential.

This policy sets out the admissions arrangements for:

1. Three Year old (Lent Rise School's Nursery) entry in September 2026 and for
2. Three Year old In-Year admissions, where capacity enables termly admissions.

Please note that there is no automatic right to a place at Lent Rise School, for children attending the Nursery. Parents must apply again for places in Reception via the local authority.

\* "Parent" is defined in law (The Education Act 1996) as either:

any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or any person who has care of the child or young person. If you are in any doubt, please contact the school for advice.

As an academy, the Governing Body of the school, not Buckinghamshire Local Authority (the LA) is responsible for deciding on admissions to the nursery school. Decisions on which children are to be offered a place will be made by the Admissions Committee of the school.

Parent should apply for places to the nursery direct to the school between the dates outlined below.

Lent Rise Nursery will provide funded places (15 hours per week) for 3 year olds and will provide 30 hours funded places, subject to availability, for those eligible for 30 hours funding and have provided the school with the relevant code by the termly deadline dates. There is a lunch session available each day which 30 hour funded pupils can stay for. There is a small charge for the lunch session. Those attending 15 hours can also stay for lunch. All lunch session are booked termly in advance.

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

Parents of pupils wishing for their children to attend 30 hours need to access and provide their code in advance of the place being confirmed. If the relevant code is not provided by the parent, the place may be withdrawn and re offered to another child using the admissions criteria.

It is the parent's responsibility to inform the school of any changes of eligibility for 30 hours of funding as places are subject to the relevant code and may be withdrawn if eligibility is not provided or changes. It is also the parents' responsibility to re-confirm codes and to link these codes to the childcare choice's website.

**Lent Rise Nursery offer the following sessions:**

- Morning session (15 hours universal entitlement): 8:30am - 11:30am
- Afternoon session (15 hours universal entitlement): 12:15pm - 3:15pm
- Full day includes the lunchtime session (30 hours extended entitlement): 8:30am - 2:30pm

In addition, we offer optional paid extensions for families who require a little extra time:

- Extended afternoon for 30-hour children: 2:30pm - 3:15pm - optional and charged at £5 per session
- Lunchtime session (only for those children attending 15-hour morning or afternoon sessions): 11:30am - 12:15pm - optional and charged at £5 per session. Parents may provide a packed lunch or purchase a hot meal through The Kids Lunch Company.
- If you are not eligible for 30-hour funding, additional sessions can be booked and paid for at a cost of £25 per session, each session is 3 hours. Subject to availability.

In the event that the Nursery is at full capacity, the Spring and Summer admissions will not be processed.

Parents (see Note 2) will be given a deadline by which to accept an offer to the nursery school. Applications received after the deadline for receipt will only be considered after all those received by the deadline. This means that if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.

At our nursery school, pupils are admitted to the Nursery School Year in the term following their third birthday as follows:

- A child would be three years old prior to 1st September 2026 in order to be admitted to the nursery school for the Autumn term 2026.
- A child would be three year old prior to 1st January 2027 in order to be admitted to the nursery school for the Spring term 2027.
- A child would be three year old prior to 1st April 2027 in order to be admitted to the nursery school for the Summer term 2027.

| <b>Child's 3rd birthday</b> | <b>Admission date</b> |
|-----------------------------|-----------------------|
| Prior to 1st September 2026 | Autumn term 2026      |
| Prior to 1st January 2027   | Spring Term 2027      |
| Prior to 1st April 2027     | Summer Term 2027      |

**Deadline for application entries.**

Applications for entry in September 2026 open on Monday 4<sup>th</sup> May 2026 and close Monday 1<sup>st</sup> June 2026.

Outcome of applications will be posted by Friday 26<sup>th</sup> June 2026.

Applications for entry in January 2027 open on Monday 19<sup>th</sup> October 2026 and close Monday 16<sup>th</sup> November 2026.

Outcome of applications will be posted by Friday 4<sup>th</sup> December 2026.

Applications for entry in April 2027 open Monday 8<sup>th</sup> February 2027 and Close Friday 26<sup>th</sup> February 2027.

Outcome of applications will be posted by Friday 12<sup>th</sup> March 2027.

| Entry Date     | Applications open             | Application Deadline           | Allocations posted            |
|----------------|-------------------------------|--------------------------------|-------------------------------|
| September 2025 | May 4 <sup>th</sup> 2026      | June 1 <sup>st</sup> 2026      | June 26 <sup>th</sup> 2026    |
| January 2026   | October 19 <sup>th</sup> 2026 | November 16 <sup>th</sup> 2026 | December 4 <sup>th</sup> 2026 |
| April 2026     | February 8 <sup>th</sup> 2027 | February 26 <sup>th</sup> 2027 | March 12 <sup>th</sup> 2027   |

Admissions will only run in January and April if spaces are available.

Parents are asked to note that admission to the Nursery will not guarantee a place in the main school, for which a separate admissions policy applies.

Verification of the child's and parent identities will be required before a nursery place can be offered. For a child, a birth certificate and, where possible, a passport is required. For a parent, photo identification verifying parental responsibility as outlined on the birth certificate or court related paperwork.

Verification of the applicant's permanent residence at the time of allocation will be required before a nursery place can be offered. This documentation e.g.

Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. as decided annually by the Admissions Panel. If the address is a rented property the original properly witnessed lease, signed by a solicitor, must be provided - we will not accept photocopies or downloaded agreements. The tenancy agreement must extend at least 6 months beyond the admissions date. The governors define a permanent residence to be where the family live, eat and sleep 7 days per week. An offer of a nursery place may be withdrawn if a fraudulent or intentionally misleading application from a parent/carer is made (e.g a false claim of residency in a catchment area)'. The burden of proof lies with the applicant.

### **Admissions criteria**

1. Looked after children (See note 1)
2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person. (See Note
3. Children of permanent staff where: a. the member of staff has been employed at the school for a minimum of 30 hours per week for two or more years at the time at which the application for admission to the school is made, and/or b. the member of permanent staff with Qualified Teacher Status is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living within the catchment area of the school (See Note 3).

5. Children who are eligible for Early Years Pupil Premium funding \*(Provisional places will be where parents believe this to be true however, the permanent place is subject to confirmation of the EYPP funding on entry to the nursery provision.)

6. Siblings (See Note 4) of children who are attending the school in Year R - Year 6 at the time allocations are made for the Nursery Provision, and are expected to be on the school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school. For immediate / termly in year admission after the normal point of entry: Siblings of children who are in Year R to Year 6 at the time of admission to the nursery provision.

7. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address (See Notes 5 and 6) and the school's nearest open entrance gate offering the closest first. We use a straight line distance. (See Note 7)

8. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

9. If it still not possible to decide between two applicants who are equidistant then an independently scrutinised random allocation will be made to allocate the final place. (See also Note 8 below regarding twins and multiple births)

### **Fair Access Protocol**

The Academy operates a FP Protocol in conjunction with the school.

### **Right of appeal**

In the event of an unsuccessful application, parents have the right to appeal against non-admission. Appeals can be made using the school's complaints procedure, this procedure can be found on the school's website.

### **Explanation of terms used in the admission rules.**

#### **Note 1: Definition of Looked after children**

For admissions purposes a 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, residence order or special guardianship order as set out below.

Other definitions:

Residence order: is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the children's Act 1989

Special guardianship order: 'an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

## **Note 2: Exceptional social and medical process**

A panel comprising education professionals will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

The panel will consider which children can be considered under this rule prior to each admission round.

## **Note 3: School catchment areas**

Lent Rise Nursery will follow the school catchment area when allocating places. The primary school catchments can be viewed at:  
<http://www.bucksgov.uk/schooladmission/>

## **Note 4: Definition of sibling**

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority. We will only consider a pupil in a primary school as a 'sibling' if he or she is attending, in the specified year groups, the school or a linked primary school at the time the allocations are made or, for in-year admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme. In all cases they are expected to still be at the school at the time of proposed admission.

## **Note 5: Definition of normal home address (more detail is available in the guide)**

This is the child's home address. This must be where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by: 1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor. 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

## **Note 6: Definition of home to school distance**

The straight line distance definition: is 'the distance from the address point of the pupil's normal home address, as set out by Geocoded point of the home address, to the nearest open school gate available for pupils to use'. Where Service families or families or other

Crown Servants, who often move within the UK and from abroad are posted to the area, we will allocate school places in advance of the family move if you provide an official government letter declaring a relocation date and an intended address. A unit postal address or quartering area address will be sufficient if there is not a new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed. Please provide evidence by 30<sup>th</sup> January.

**Note 7: Multiple births - twins, triplets etc**

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group. The school will consider this on a case to case basis and allocate as appropriate whilst meeting the statutory ratio, staff and space requirements.

It should be noted that, in the event of an unsuccessful appeal against non- admission to the nursery school, the school does not consider any further application in the same school year (1st September - 31st August) unless there is a major change in circumstances e.g. change of address.

For further information, clarification or comments on these arrangements in the first instance please contact the Office Manager at:

Lent Rise School

Coulson Way

Burnham

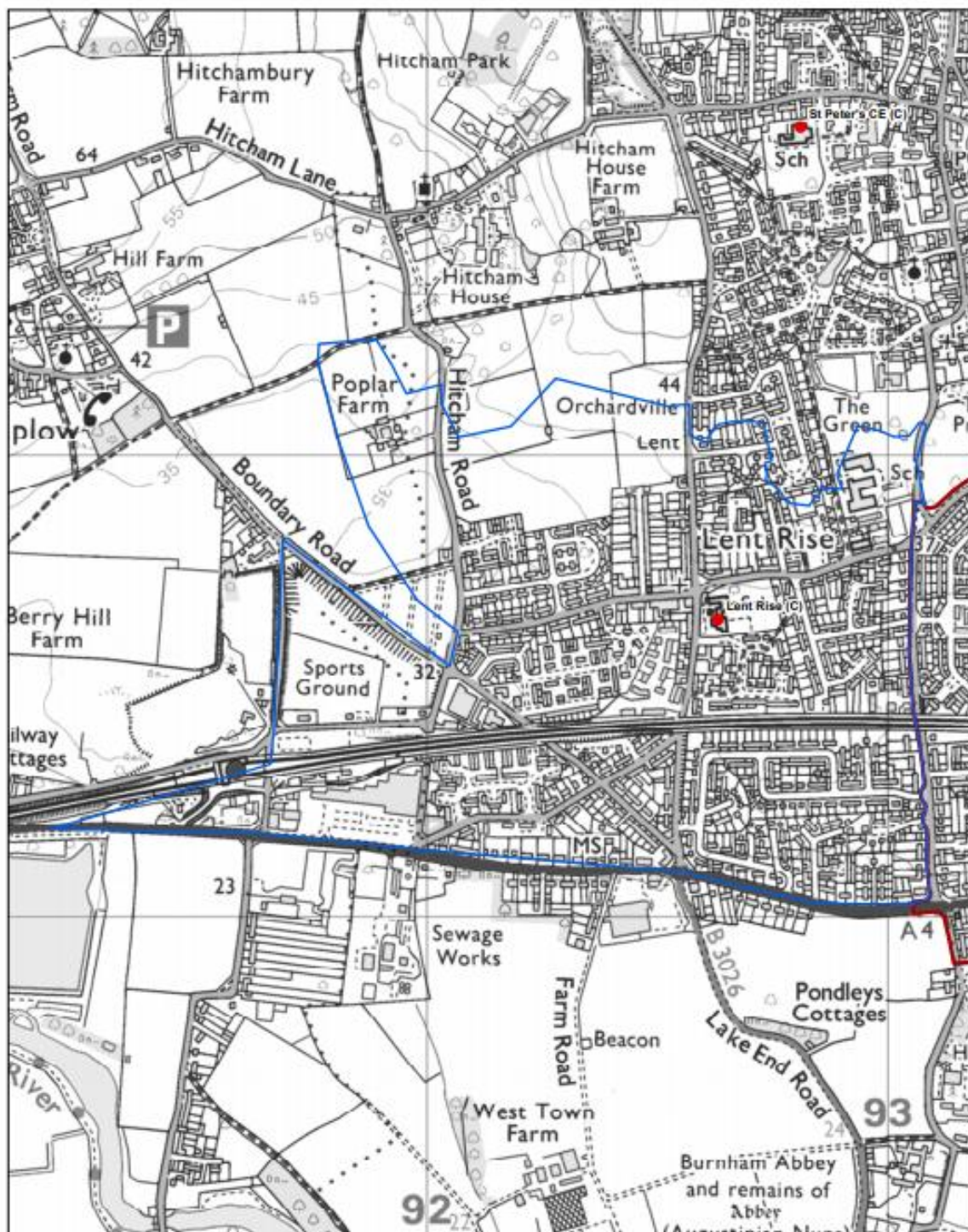
SL1 7NP

Telephone: 01628 662913

[nursery@lrschool.co.uk](mailto:nursery@lrschool.co.uk)

Parents seeking places for the School, must not follow this policy but follow the School's Admission Policy.





Catchment Area for Lent Rise School