



## **Admission policy**

<b>Formally adopted by the Governing Board of:-</b>	<b>St. John's and Tunstead Primary Federation</b>
<b>On:-</b>	<b>2020</b>
<b>Chair of Governors:-</b>	<b>Tim Jermyn</b>
<b>Last updated:-</b>	<b>November 2025</b>

## Nursery admissions at St Johns

The School assumes responsibility for admission of children into the Nursery class.

### Admission Policy Age 3+ (Nursery)

- Children may be admitted into nursery class at the beginning of the term following their third birthday, if a place is available.
- Children usually start nursery class at the beginning of the term in September, January or April. However, for children moving into the area, where a place is available, children may start mid-term.
- The Nursery offers seven sessions a week and 2 lunch time sessions that can be purchased by parents. The sessions available are :  
Monday 8.45 – 11.45 am and 12.15 – 3.15 pm  
Tuesday 8.45 – 11.45 am and 12.15 – 3.15 pm.  
Wednesday 8.45 – 11.45 am and 12.15- 3.15pm  
Thursday 8.45 – 11.45 am and 12.15pm- 3.15pm  
Friday 8.45 – 11.45 am and 12.15pm- 3.15pm

Lunchtime sessions are available daily from 11.45 – 12.15 for a small fee.

Parents are required as part of the admissions process to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained but may be requested again at a later date.

Sessions are offered within the national parameters:

No session will be longer than 10 hours

No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)

No sessions before 6.00am or after 8.00pm

A maximum of two sites in a single day

## SEND

Please refer to the SEND report concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND

If there are more applications for places than there are places available, the School will give preference to children living **nearest** the school according to the following criteria in this order of priority:

1. Children with a statement of Special Educational Needs or an Education Health Care Plan naming the school.
2. Children who are looked after by the LA or a child adopted from care and previously looked after.
3. Children who live within the designated area and have a brother or sister attending the school at the time of their admission.
4. Children who live within the designated area and have no brother or sister attending the school.
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
6. Children living outside of the designated area and have no brother or sister attending the school.

- At St Johns an admission into the Nursery will not constitute an admission into school and confers no right to such a place. This will be made clear in all the information provided for parents regarding admission into the Nursery.

The Local Education Authority assumes responsibility for the admission of children to the Schools.

Admission Policy Age 4+ onwards.

- By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

Admission to School 4+ (Class R)

- Children will be able to start school full time from September. Where it is felt appropriate for children to have a part time phased start this will be discussed and agreed with parents on an individual basis.

We will also offer 'familiarisation' sessions in the half-term before children start attending school.

If there are more applications for places than there are places available, the Local Education Authority will give preference to children living **nearest** the school according to the following criteria in this order of priority:

1. Children with a statement of Special Educational Needs or an Education Health Care Plan naming the school.
2. Children who are looked after by the LA or a child adopted from care and previously looked after.
3. Children who live within the designated area and have a brother or sister attending the school at the time of their admission.
4. Children who live within the designated area and have no brother or sister attending the school.
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
6. Children living outside of the designated area and have no brother or sister attending the school.

School will adhere to Local Education Authority policy at all times, therefore this policy is current at time of going to press but will be reviewed regularly.