



Bracebridge Infant and Nursery School

Francis Street, Lincoln, LN5 8QG
01522 520591

Policy	Nursery Admissions Policy
For Entry	September 2025 – July 2026
Date Agreed	November 2023

Rationale

At Bracebridge Infant and Nursery School we believe that all young children should have an equal opportunity to access high quality, Early Years Education. To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places in Nursery at Bracebridge Infant and Nursery School. The Trustees of Bracebridge Infant and Nursery School are the admissions authority for the Nursery. All decisions regarding admission into Nursery are made with reference to this policy.

Bracebridge Infant and Nursery School admits children to Nursery from the term following their third birthday and can stay in the Nursery until the end of the summer term after their 4th birthday. We offer a term time only provision in accordance with the published term dates for Bracebridge Infant and Nursery School. The Nursery Class is part of Bracebridge Infant and Nursery School and has a maximum capacity of 26 places in each morning session and 26 places in each afternoon session.

Bracebridge Infant and Nursery School places no constraints on who may apply for Nursery and all applications will be considered and processed in accordance with this policy. Children will be admitted without reference to ability or aptitude.

This policy outlines the arrangements into the **Nursery only**.

Admission into the Nursery does not guarantee a child a Reception place at the school; a separate application for a Reception place must be made to Lincolnshire County Council, who will allocate your child a Reception place for the September after their 4th birthday.

Please see our separate Admissions Policy available on our school website <https://www.bracebridge.lincs.sch.uk/admissions-and-applications/> for further information.

Aims

- To have a fair and consistent process for allocating places.
- To ensure all applicants are equally valued and that families are able to express their and their children's needs.

Application Process

Parents/carers are welcome to apply for a place at Bracebridge Infant and Nursery School at any point in the year. When a parent/carer contacts the school enquiring about a place for their child in the Nursery, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available.

If a place is available, the parent/carer will be invited to visit the Nursery; if the parent/carer agrees to abide by all the terms and conditions of administration, they will be asked to arrange an induction visit/s, and a start date for the child will be agreed. Children can be admitted to the Nursery at the start of the term following their third birthday. Parents will need to provide their child's birth certificate and proof of address.

Parents who would like a 15 hour place are asked to state a preference for morning or afternoon. However, the nursery may need to take account of the balance between morning and afternoon places so it may not always be possible to fulfil all parents' requests. Parents will also be asked to bring their child for a visit to the Nursery setting prior to the child starting, to meet staff and familiarise themselves with their new surroundings.

Places

We offer a term time only provision in accordance with the published term dates for Bracebridge Infant and Nursery School

Free Universal Entitlement

15 hours per week, term time only, available from the term after the child's third birthday.

- Parents can register their child for a place at Bracebridge Infant and Nursery School by completing a Nursery Application Form.
- All registrations to be considered and places offered to children will follow the criteria outlined below.
- Children who are three and four will be offered 15 free hours of nursery education, term time only, subject to availability from the term after their third birthday.
- Places will be filled across the year if available, in accord with this Admission Policy.
- Places will be offered for either every morning or every afternoon. Sessions cannot be mixed.

Free Extended Entitlement

30 hours per week, term time only, available from the term after the child's third birthday for families who meet the following criteria (subject to change dependent upon Government legislation):

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts may be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery Place parents must register on-line at

<https://www.gov.uk/apply-30-hours-free-childcare>

- Only a valid 30 Hours Code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this.
- Parents will be asked to renew their 30 Hours Code **every 3 months**.
- The nursery will not hold a 30 hour place for a child whose parent/carer is still 'applying' or is 're-applying' or has lost their eligibility code.
- HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hours Code if they have not reconfirmed their eligibility.
- If a 30 Hours Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the nursery.
- When the grace period lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused.

Bracebridge Infant and Nursery School reserve the right to fill any vacant spaces.

Offer of Places

- The offer of places for September will take place in June/July.
- The offer of places for January will take place in November/December.
- The offer of places for April will take place in February/March.

In most circumstances, the school aims to have termly admissions in order to minimise disruption and to support induction arrangements. However, if spaces are available, children **may** be admitted at any point during the term following their third birthday.

Unsuccessful applicants will be considered with the next group of applications.

Notice period

- We ask parents to make a termly commitment to Bracebridge Infant and Nursery School as signed in the declaration form.
- If parents/carers decide to move their child mid-term, the funding will remain with Bracebridge Infant and Nursery School until the end of that term – this may affect the transfer of the child to a new Nursery.

Start dates

- Children's start dates and arrangements are arranged and tailored to meet each child/family's individual needs
- The start date will take into account our settling procedures which have been developed to ensure all children are feeling safe and happy to be left, feel calmed by the adults in Nursery and are able to be alongside other children and access their learning environment
- Children may not receive their full free entitlement during this period.

General

Since places in the Nursery are limited, parents are advised that a poor record of attendance without good cause, may lead to their child's place being offered to someone else. If this becomes a possibility parents will be notified of this before any action is taken.

The Nursery will not permit pupils to continue with any allocated nursery place at Bracebridge Infant and Nursery School beyond the end of the current school year in which they turn four years old.

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share commitment.

Oversubscription criteria

The oversubscription criteria are listed in the order we apply them:

- A. Looked After Children and Previously Looked After Children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. (1)
- B. There is a brother or sister (2) at the school who will still be attending when the child is due to start.
- C. The school is the nearest one to the home address, as defined in note (3).
- D. The distance from the home to the school, priority will be given to the child living closest the school, as defined in note (4).

If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used (see section 5 for the tie-breaker protocol).

Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section below.

Definitions and Notes

1. Looked After Children and All Previously Looked After Children

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) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Brother or Sister.

A full brother or sister, whether or not resident in the same household.

Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

3. The Nearest School

This applies when the school in the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions using straight line distance to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

The home address is considered as the address where the child lives for the majority of the school term time with a parent (as defined in section 576 of the Education Act 1996). Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that where your child spends the majority of the school term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

4. The Nearest Address

The nearest address to the school is found by measuring the distance from your address to the school by straight line distance. Straight line distance is calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council School Admissions Team from the post office address point of the home to the Post Office address point of the school. We do not measure to other schools.

5. Tiebreak / Independent Lottery

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used.

Tie breaker:

If two or more children are tied for the last place, a lottery will be drawn by an independent person, not employed by the school, or working in Children's Services Directorate at the local authority.

6. Reserve List

The list is kept in the order of the oversubscription criteria. This means that children can move up and down the list depending on where the other children are ranked against the over subscription criteria. The admission authority must not take account of the time you have been on the list when allocating places.

7. Service Personnel and Crown Servants

In order to support the Government's Military Covenant aimed at removing disadvantage for UK service personal (UK Armed Forces) and Crown Servants returning from abroad the following arrangements will apply:

For families of service personal with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Trustees will:

- *Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.*
- *Accept a unit postal address or quartering area address for admissions purposes for a service child.*
- *The Trustees will not refuse a service child a place because the family does not currently live in the area.*

If an application is supported by an official letter declaring a posting and a relocation date then an intention to move to a confirmed address or quartering within the UK will be accepted. The new address will be used to consider the application against oversubscription criteria.

Where an application is not supported by an official letter declaring a posting and relocation, or it is not being made due to a new posting then the current address will be used to examine the application against the oversubscription criteria until the family are formally resident in the new address. Proof in intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accomodation Model trail, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.

An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

If a family have provided the required proof of posting a unit postal address will be accepted for the purpose of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.

In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the trustees will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the trustees will consider the circumstances of each case including,

- *If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry,*
- *Whether there is any child on the reserve list with higher priority under the oversubscription criteria,*
- *Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive,*

The Trustees have discretion to admit above the admission number in these circumstances but they are not obliged to do so.

8. Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

Further Information:

Bracebridge Infant and Nursery School

Telephone: 01522 520591

Email: enquiries@bracebridge.lincs.sch.uk

Website: <https://www.bracebridge.lincs.sch.uk/>

Admissions and Applications: <https://www.bracebridge.lincs.sch.uk/admissions-and-applications/>

Starting Nursery: <https://www.bracebridge.lincs.sch.uk/starting-nursery/>

30 Hours Information: <https://www.bracebridge.lincs.sch.uk/30-hour-nursery-places/>

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Signed

A handwritten signature in black ink, appearing to be 'R. Pitman', written in a cursive style.

Mr Rob Pitman

Chair of Trustees

Date: 06.11.23