

# **Admission Policy and Procedures for Nursery Places 2025-2026**

Wood End Primary School is an Academy school within the London Borough of Ealing. The school has a 26 place Nursery per session.

Pupils will be admitted to the Nursery in the September following their third birthday, if there are spaces available children may be admitted at times other than this following their third birthday.

Children who attend on a part-time basis will be allocated either a morning (8.45-11.45 a.m.) or afternoon place (12.45-3.45 p.m.). Full-time children will attend from 8.45 a.m. until 3.45 p.m. Please note that a charge will be made for lunchtime care. Children who attend Nursery have access to Breakfast Club and After School Club, charges are made for both of these activities.

Where applications for admission exceed the number of places available, the admission criteria is applied in the order set out, to determine which children to admit.

## **Procedures for applying for a Nursery year place to start in September**

Pupils are usually admitted to the Nursery in the September following their third birthday.

### **ADMISSION PROCEDURE**

1. Application forms are given out on request; if you wish to visit the school please contact the school office to make an appointment. The Headteacher will be happy to show you around.
2. Applications should be accompanied by evidence of the child's date of birth e.g. birth certificate and proof of your address (council tax bill or tenancy agreement).
3. After the closing date, places are allocated in accordance with the Admissions Policy. All parents are notified by letter of the decision regarding their child.
4. Parents offered a place are given ten days in which to return their acceptance forms. If a place is not accepted, it will be offered to the next applicant in line.
5. All successful applicants to the Nursery class will be offered a place to attend nursery from September of the year of admission (or mid-year as appropriate).
6. During the summer term parents are invited to a meeting in preparation for their child starting Nursery in September of that year.

7. Applications of parents not offered a place for their child will be put on a waiting list.

Once a place has been offered the school will arrange dates for a Play & Stay session; you will be invited to visit our Nursery and stay with your child and meet with the Nursery team.

Late applications will be addressed after all the on time applications have been considered.

## **APPEALS PROCEDURE**

There are no appeals procedures for Nursery places.

# Admission Criteria – September 2024

1. Children in Public Care – Children taken into Public Care via section 20 or 38 of the Children’s Act.
2. Sibling attending Wood End Primary School at the date of the applicant’s admission.
3. Children of staff of the school – Children where their parent(s) is employed at the school. (see below for definition of parent).
4. Confirmed special medical reason, which necessitates attendance at Wood End Primary School. Parents must provide a supporting letter or report from a consultant (not General Practitioner (GP)) explaining why education should be at Wood End Primary School.
5. Exceptional special social circumstances, which necessitates attendance at Wood End Primary School. Parents must provide a supporting letter or report from a professional explaining why education should be at Wood End Primary School. This should be submitted at the time of application.
6. Distance to the school. Those living closer to the school receiving the higher priority.
7. In instances where applicants have the same priority on distance a random allocation draw will be implemented.

## **Definitions**

### Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

### Distance

The distance from home to school is measured by the shortest walking route from a point in the property determined by Ordnance Survey to the centre of the road, along the centre of the road, to the nearest gated entrance which is used by pupils to enter the school grounds.

For children who spend part of the week with one parent/guardian and part with another home will be considered to be the residence where the child lives most of the time during Monday to Friday.

### Parents

A parent is any person who has parental responsibility or care of the child.

After application of the criteria set out above, places will be offered to children who have already reached nursery school age and are on the waiting list. These places will be offered in age order.

Acceptance of a Nursery place is on the understanding that the child attends on a daily basis. Failure to do so on a regular basis may lead to the place being withdrawn.

Admission to the Nursery class does not guarantee admission to the school.