

HUNGERFORD NURSERY SCHOOL

Admissions Policy

To be reviewed: Annually

Policy Agreed: September 2025

To be reviewed: September 2026



Headteacher	Sign: 
	Date: 29/09/2025
Chair of Governors	Sign: 
	Date: 29/09/2025

Date	Description of any changes
September 2025	Revised policy

Contents

1.	Introduction	3
2.	Admissions Panel.....	3
3.	Session Allocation	3
4.	Register of Interest.....	3
5.	Admissions Forms.....	4
6.	Allocation Process.....	4
7.	Late Applications.....	4
8.	Absence	4
9.	Length of Stay	5
10.	Oversubscription Criteria.....	5
11.	Waiting Lists.....	6
12.	Appendix 1. Admissions Panel Dates 2025-26	6

1. Introduction

This policy was written using 'West Berkshire Council Nursery Admissions Policy for Community and Voluntary Controlled Schools' as guidance.

The Governing body has been delegated by West Berkshire Council to administer the admission arrangements for Hungerford Nursery School.

Number of Places at Hungerford Nursery School

The Planned Admission Number (PAN) for Hungerford Nursery School is 93 fte (full time equivalent). This number represents the maximum full time places which could theoretically be offered. We offer both part time (15 hours per week) and full time (30 hours per week) places.

There are two main age groups at Hungerford Nursery School which are each split into two classes. Places for each class are indicated below:

Class Name	Age Group	Full time equivalent Places
Turtles	2-3 year olds	Up to 22
Starfish	2-3 year olds	Up to 23
Jellyfish	3-4 year olds	Up to 24
Dolphins	3-4 year olds	Up to 24

Please note that some capacity in Turtles class is reserved for admission in the January and April of each school year.

2. Admissions Panel

Admission to Hungerford Nursery School is regulated by an admissions panel which will consist of the Headteacher and two governors. The Admissions Panel meeting will be arranged for one half term before the child's entry to Nursery School. See Appendix 1 for this year's meeting dates. The panel will confirm allocations within the criteria below.

3. Session Allocation

The core funded entitlement is 15 or 30 hours per week. 15 hours will either be morning (9:00-12:00) or afternoon* (13:30 – 15:30) or 3 days (9:00 – 14:00). 30 hours will be 9:00 – 15:30 Monday – Thursday and Friday 9:00 – 13:00.

*Turtles and Starfish classes only

Parents will not be able to defer allocation of the funded entitlement to the following term – the application will be considered afresh at the next admissions panel with the child remaining on the waiting list.

4. Register of Interest

Parents should register an interest in a place at Hungerford Nursery School from their child's 1st birthday by completing a 'Register of Interest' form which can be found on our website. Your child will be placed on our waiting list but does not guarantee a space at our nursery school.

5. Admissions Forms

Prior to the appropriate admissions panel, we will send you an admissions form to complete. This must be returned to nursery in time for the admissions panel meeting. No admission will be considered without the completion of an admissions form.

Admissions forms will request the following information:

1. Name
2. DoB
3. Gender
4. Address
5. Telephone Contacts
6. Birth certificate / Passport check
7. Declaration from parent/carer to determine if child is/would be attending another setting
8. Ethnicity (Non- compulsory request)
9. Information about whether the child is a LAC, has an EHCP or is a child of a member of nursery school or Family Hub staff
10. Parent / Carer details
11. Signature and Date
12. Session preference (a.m./p.m./flexible offer/No Preference – Where available) (N.B. the funded entitlement will be allocated in order using the oversubscription criteria shown over the page.
13. Wraparound care requirements

6. Allocation Process

Offered places must be accepted within 2 weeks or the place will be withdrawn and re-allocated.

Places will be available until the parent withdraws the child, or he or she reaches compulsory school age.

There will be no right to an appeal but parents should be given the opportunity to receive an explanation from the Headteacher in writing and personally if requested.

The LA will normally only consider cases where parents feel that this policy has not been applied correctly.

Applications will not be considered on the length of time on a waiting list or by date of application.

7. Late Applications

Late applications will only be accepted for a good reason if they are received before allocation procedures begin.

All other late applications will be placed on the waiting list and if necessary, considered in the following term's allocation process.

8. Absence

Any child with un-authorised absence for a period of 15 consecutive school days may have their place withdrawn.

Any child with a withdrawn place must make a fresh application for a place and, if necessary, be considered in the following term's allocation process.

9. Length of Stay

A pupil's final term will be the end of the term in which they become 5 unless offered and accepted a school reception place within the Local Authority's admission arrangements and co-ordinated scheme.

10. Oversubscription Criteria

Admissions to N1 (Turtles and Starfish Classes) and N2 (Jellyfish and Dolphin classes) are considered separately. Where there are more applications for places than spaces available, places will be offered according to the following order of priority:

Age	Oversubscription Criteria	Tie Breaker
For all children age 2-4yr olds	A - Looked After Children (LAC) and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following being Looked After	Within any of the over-subscription criteria priority will be given to the oldest applicant (i.e. by date of birth); if necessary thereafter to whose permanent home address is nearest to Hungerford Nursery School.
	B – Children with EHCP (Educational Healthcare Plans) naming Hungerford Nursery School as their preferred setting.	
	C – Children of members of staff at the Nursery School or Family Hub.	Distances will be measured using the West Berkshire Geographical Information System available through the home page (www.westberks.gov.uk) taking a straight line from the home address and the nursery and not taking travelling distances.
4yr olds (after applying criteria A-C)	1 - Children with exceptional social/medical grounds *	
	2 - Siblings already in the Nursery School	
	3 - Children living within the boundaries of West Berkshire.	
	4 - All other applicants	
3yr olds (after applying criteria A-C)	1 - Children with exceptional social/medical grounds *	
	2 - Siblings already in the Nursery School	
	3 - Children living within the boundaries of West Berkshire.	
	4 - All other Applicants	
2yr olds (after applying criteria A-C)	1 - Children with exceptional social/medical grounds *	
	2 - Children eligible for 2 year old funding	
	3 - Siblings already in the Nursery School	
	4 - Children living within the boundaries of West Berkshire.	
	5 - All other Applicants	

*Exceptional social/medical grounds – if supported by professionals. For example- Paediatrician, Social Worker, Health Visitor, Family Support Worker, EDIT Team.

11. Waiting Lists

Waiting lists for places and sessions will be established for those who have not been offered places and prioritised in the same order as the oversubscription criteria.

Waiting lists will be amended with in term and non-compulsory school age applications; including 5 year olds of non-compulsory school age with the above criteria applying similarly.

Places will be allocated as they become available within the term.

12. Appendix 1. Admissions Panel Dates 2026-27

Application Closing Date	Admissions Panel Date	Deadline for Accepting Place	Admission to Nursery School
7 th October 2026	15 th October 2026	4 th November 2026	January 2027
27 th January 2027	9 th February 2027	25 th February 2027	April 2027
5 th May 2027	13 th May 2027	3 rd June 2027	September 2027