Ivingswood Academy Nursery Admissions Policy June 2026
This policy was approved by the Local Academy Committee Next Review July 2027

Background

The Nursery at Ivingswood Academy admits children between the ages of 2 and 4 years old. We provide high quality provision for all children in the local community. We welcome children regardless oftheir gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that children experience a happy and secure time at our school.

The following admissions policy applies to children between the age of 2 and 4 years old and applies only to applications for the Nursery. Nursery age children are not counted towards the roll for the main school and children attending the Nursery will not be guaranteed a place in the main school. Parents must apply for a school place in accordance with the main school's admissions policy

It is our aim that the majority of children attending the Nursery progress through to the Reception class and beyond at Ivingswood Academy.

Timings

Morning sessions: 8.45- 11.45
Afternoon sessions: 11.45 -2.45
An optional extra 30 minutes can be added from 2.45-3.15pm and is payable a term in advance.

It is expected that children will attend regularly. We reserve the right to withdraw a place if attendance is consistently low. Each term parents will receive an attendance letter detailing their child's attendance levels so that improvements to attendance can be discussed and actioned.

Places are allocated according to the criteria below, providing that staffing ratios are within the statutory range. In order to get the best from the Nursery provision, all children are encouraged to attend 5 mornings a week.

Provision

Hoglets group (2-3 Year olds):

Children could attend:

For 5 mornings per week, 3 hours per session

If parents would like their children to stay for lunch and afternoon sessions, their child's name will be held on a waiting list and once we have confirmed staffing ratios, we will advise which sessions are available for the child to attend. Their child will then attend on a **fixed-pattern** basis - 5 mornings and a number of stated fixed lunch and afternoons. Once the attendance plan has been established parents need to give a half term's notice if they wish to change this.

If parents have an alternative fixed pattern arrangement which they require, the Nursery team are very happy to discuss this with them. Any such arrangements will be shared with the Head of School who will make the final decision after considering staffing ratios.

Hedgehogs group (children join this group in the year that they will be 4):

Children attend:

On a **part time** basis- 5 mornings per week, 3 hours per session

A **full-time** basis - 5 days per week, 3 hours AM and 3 hours PM. With an optional extra 30 minute session 2.45pm-3.15pm

A **fixed-pattern** basis - for example 5 mornings and a number of stated fixed lunch and afternoons. Once the attendance plan has been established parents need to give a half term's notice if they wish to change this.

If parents have an alternative fixed pattern arrangement which they require, the Nursery team are very happy to discuss this with them. Any such arrangements will be shared with the Head of School who will make the final decision after considering staffing ratios.

Nursery Admission Criteria

Places will be allocated following the Buckinghamshire Education Authority Policy.

Admission Rules

The following rules are applied in order of priority as listed:

Rule 1 – Looked after and previously looked after children from the UK and overseas.

Rule 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.

Rule 3 - Children of staff where either:

1. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the nursery is made,

and/or

2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Rule 4 - Children living within the catchment area of the school who are siblings of children attending Ivingswood Academy who are expected still to be on the school roll at the time of the proposed admission, or who have already been offered a place in the current academic year at the school.

Rule 5 – Children living within the catchment area of the school without siblings attending Ivingswood Academy.

Rule 6 – 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 and the Nursery entrance gate offering the closest first. We use straight line distance.

Rule 7 - Where a school can take some, but not all, of the children who qualify under one of these rules, distance will be used to prioritise which children should be offered places.

Rule 8 - If it is still not possible to decide between two applicants who are equal distance then an independently scrutinised random allocation will be made to allocate the final place.

Process of admission
An application for a Nursery place may be made at any time.

This admission policy is available on the school website.

Parents will be informed of a Nursery place during the second half of the term before their child is due to start and invited for a registration visit.
Parents who have not responded to the registration visit invite will be contacted by telephone/ email. If no response is received the school will remove the child's name from the Nursery list and may offer the place to another child.

As part of the registration procedure parents will be asked to provide the child's birth certificate to verify the child's date of birth.

Admission to the Nursery class does not automatically give the right of admission to the School. Parents must follow Buckinghamshire Council's admission procedure to apply for a place.

Deferring a place

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term, after which time parents will need to reapply for a place for their child. A place can only be deferred if there are at least 2 places free in the group they have applied to join. This is to ensure that we will not be in the position of turning a child down who is ready to start immediately. If a place is reserved during the autumn term, the child must start at the beginning of the spring term. A place reserved during the spring term must be taken up at the beginning of the summer term.

Induction arrangements

The Nursery operates a flexible start, and where appropriate, a child may attend for brief periods at first, gradually building up to a full session. Staff liaise closely with parents to ensure that the settling-in process is tailored to meet each child's individual needs.

Charging policy

- All children admitted are now entitled to receive 15 hours' free education from the term after their second birthday.
- Some children who are aged 3 and 4 are eligible for 30 hours free education. Parents will need to apply for this funding. Please use this link to find out if you are eligible. https://www.childcarechoices.gov.uk/
- Children who are not in receipt of 30 hours funding, or are using their allocated hours funding at another setting, are subject to our Charging and Remissions policy.

Attendance

Good attendance is very important and we expect children to attend for all their booked days/sessions, unless illness prevents them from doing so. Parents must inform the school office by 9am on the firstday of any absence. If persistent absence is not improved, we reserve the right to reduce or remove sessions.