



Foundation 1 (Nursery)

Admissions Policy

January 2026

All 3 and 4-year-old children are entitled to 15 hours of early learning and care. Children may take up this entitlement from the term which starts after their third birthday. E.g. – if 3 in October, the child could attend nursery from January.

Berry Hill Primary and Nursery School has a PAN of 39 Foundation Stage 1 places. Children can attend either five morning or five afternoon sessions during term time, or both if they qualify for 30 hours funding. To qualify for 30 hours funding, both parents must each expect to earn the equivalent of 16 hours at the National Minimum or Living Wage. If either parent is on maternity, paternity or adoption leave, or unable to work because you are disabled or have caring responsibilities, you could still be eligible. Parents who believe they are eligible, must gain an eleven-digit code from the link provided on the Childcare Choices website (<https://www.childcarechoices.gov.uk/>). If a place is offered to a parent who wishes to claim up to 30 hours of childcare, they must provide the eleven-digit code in order for the school to check validity. Once confirmed, a place will be confirmed.

Parents or carers wishing their children to attend Nursery are invited to make an application (forms available from the school office). However, this does not automatically guarantee a place will be available.

Unlike day nurseries, school nurseries are funded differently. This means that pupils are expected to attend on all of their allocated days / sessions rather than just certain days or times. In the event of nursery being oversubscribed, preference would be given to families who intend to fulfil their full allocation of hours including the wraparound care (8:45 – 3:30), health permitting.

For Nursery (Foundation Stage 1), schools set their own admissions criteria. These will be considered termly with place offer decisions being made at the start of the previous term:

1. Summer term places will be allocated on 31st January*
2. Autumn term places will be allocated on 31st May*
3. Spring term places will be allocated on 30th September*

*Or next working day if this date is not one.

Safety and staffing capacity

Children's safety is always our paramount concern. Unlike in main school, there is far more of a finite amount of adult support that we can deploy into the Nursery environment. If school considers that we are at our capacity in being able to ensure the safety of all of our Nursery children, we would have to decline additional applications if we felt it necessary. In this circumstance, we would do all we could to signpost parents to alternatives. As part of the application process, parents are asked to detail if their child has any additional needs to enable school to consider what additional resources or planning may be necessary to make the placement successful. If significant needs are not shared prior to starting, the place may be at

risk or significant modifications may need to be made to the pattern in which they can attend. To further enable a successful start, children and parents must attend a stay and play visit to ensure that we are a good fit for their child.

Oversubscription Criteria

In the event of Foundation 1 being oversubscribed, the admissions criteria are as follows (Please note that N2 refers to children who will be moving up to Reception at the end of the school year, N1 children would be remaining in Nursery the following year**

1. "Looked after" children (as defined in the 2002 Education Act)
2. N2 pupils with siblings* who live in Berry Hill's catchment area
3. N1 pupils with siblings* who live in Berry Hill's catchment area
4. N2 Pupils in catchment qualifying for 30 hours funding
5. N1 Pupils in catchment qualifying for 30 hours funding
6. N2 pupils who live in Berry Hill's catchment area
7. N1 pupils who live in Berry Hill's catchment area
8. Pupils with siblings* who live outside of the catchment area
9. N2 Pupils outside of catchment qualifying for 30 hours funding
10. N1 Pupils outside of catchment qualifying for 30 hours funding
11. N2 Pupils outside of catchment
12. N1 Pupils outside of catchment
 - Relates to siblings who are pupils at Berry Hill at the point of admission.

** School reserves the right to prioritise children who need to take up their full allocation over children who do not. In the case of 30-hour pupils, this would extend to children who are staying until the end of the full school day (8:45 – 3:30 incl. the wraparound care)

If places have already been offered and accepted at the start of the previous term, late applications will be dependent on whether there are spaces and not on whether the pupil qualifies higher up the admissions criteria.

Parents/carers will be notified with an offer when a place becomes available. In the event of being tied in criteria, pupils will be admitted in date of birth order (oldest first). Entry to a school's nursery does not guarantee entry to the main school at reception age as all schools must follow the admissions criteria from the local authority.

Where Berry Hill's Foundation 1 (Nursery) is oversubscribed, parents/carers will be notified and offered a place on our waiting list. This waiting list will remain subject to the admissions criteria above. We will contact parents should a place become available.