

# Admissions Policy (Nursery)

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## Yew Tree Primary School



<b>Date of Policy:</b>	September 2026
<b>Responsibility:</b>	Governing Body
<b>Review Date:</b>	September 2027
<b>Consultation:</b>	This policy was developed with governors in consultation with Sandwell MBC admissions team.

### ETHOS STATEMENT

It is the aim of the Governing Body of Yew Tree Primary School to develop policies and procedures which support the school's vision of:

***“Learning Without Limits”***

### INTRODUCTION

Applications to attend Yew Tree Primary School are welcomed from all families. We are fortunate to have nursery provision on site for children aged 3-4 with a Published Admission Number (PAN) of 52 part-time or equivalent pupils. This can be adjusted by the school dependant on demand and capacity. Entry to our Nursery is via a separate admissions process than the rest of the school and, therefore, is managed 'in-house' by our school office.

### AIMS & OBJECTIVES

Yew Tree Primary School is a non-selective school. We have an inclusive ethos that welcomes children from all backgrounds and abilities. Admissions to the school are made regardless of any differences in line with the protected characteristics of the Equality Act 2010.

All applications will be treated on merit and in a sensitive manner. The only restriction we place on entry is that of number.

### ADMISSIONS CRITERIA

Children are entitled to access fifteen hours per week of free nursery education from the beginning of the term after their third birthday.

Some children are entitled to access thirty hours per week of free nursery education from the beginning of the term after their third birthday in certain circumstances. These are detailed on the site below:

<https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/working-families/eligibility>

**It is the responsibility of the parents to determine their eligibility for the 30-hour funding. Places for 30 hours will only be offered, where available, on proof of eligibility (e.g. providing school with the 11-digit eligibility code).**

The school will decide annually, based on demand for places and availability of provision, if they are able to offer 30 hours provision in the next admissions round. To maximise places available to the community, full time places will only be offered where there is a surplus of part time places, i.e. if all part time places are requested then there will be no full-time places offered.

The school day timings for full-time children will include the lunch period (within the 30hrs). Parents/carers will have the opportunity to 'top-up' the hours, to match the end of the school day for the rest of the school, if they would like to. This will be completely optional as it will involve a charge. Details will be shared on admission to the school.

Where there are more applications than places available at Yew Tree Primary School, the school will admit any child where the school is named in a statement of educational need or Education & Health Care Plan (EHCP) before any other applicant. The remaining allocations will be made in the following order of priority as set out below.

**1. Children already attending Yew Tree Nursery**

Children not yet of school age who are already in Yew Tree Nursery.

**2. Looked After Children**

Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

**3. Children with a Medical Condition**

Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the child's needs can be met most appropriately by the preferred school.

**4. Siblings**

Children having a brother or sister at the preferred school (not nursery) at the time of admission.

**5. Distance**

Children prioritised by distance measured in a straight line from a child's home to the centre point of the school site (WS5 4DX). In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point on the school site with priority being given to those living closest to the school.

## **ADMISSIONS PROCESS**

The closing date for applications will be the last Friday in February. Places will be offered during April for the following September.

Nursery will strive to have only one admission period, in the Autumn term of each academic year. However, if there is availability and demand, there will be a second admission period in the Spring term (usually January). Following each intake, a waiting list of unsuccessful applicants will be held and places will be offered in line with the Nursery admissions criteria as set out below, if they become available during the year.

Parents must fully complete an application form and no child will be admitted to Nursery without a home visit having taken place.

Yew Tree Primary School is an inclusive school that welcomes children from all backgrounds and abilities. The only restrictions we place on entry is number. If the number of children applying exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have the place at the nursery of their choice. However, this is not always possible, due to the excess demand on the nursery places available.

## **LATE APPLICATIONS**

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

- When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks' duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

## **WAITING LISTS**

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time. Any preferences which cannot be met following the application of the admission priorities will be put on a waiting list, if the parents request, which will be ranked in accordance with the published admission priorities.

Waiting lists will be maintained, by the school, and updated termly. Parents can be removed from the waiting list at any point. Places will only be offered from the waiting list if the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

## **TWINS & MULTIPLE BIRTHS**

We understand that parent/carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets etc. all children will be allocated together

## **TIE BREAKER**

If two or more applicants tie for last place during the allocation process the final place shall be decided by the tossing of a coin.

## **ADDITIONAL NOTES**

Attendance at our nursery will not guarantee admission to school or give any advantage to the child's application for school. A separate application for admission to school will always have to be made. If applying for a place in Yew Tree Primary School for a sibling of a child in Nursery, the school admission policy will be followed and the child in Nursery will have no bearing upon the application.

## **REVIEW**

This policy will be reviewed annually in light of any changed circumstances in legislation of in our local area.