



Moorlands School Nursery Admissions Policy

Reviewed by Governors: September 2026

Next review: September 2027

Designated catchment area:

The designated catchment area for Moorlands Primary School is shown in Appendix 1

Sessions:

Option A	Monday – Friday 8.45a.m. – 11.45a.m.
Option B	Monday – Friday 12.20p.m. – 3.20p.m.
Option C	Monday – Friday 8.40a.m. – 3.20p.m. (30 hrs funding)

Registration:

Parents are advised to put their children's names on the waiting list for Moorlands Primary School Nursery on or soon after their 2nd birthday by obtaining and completing a registration form from the school office.

Any parent can register their child at the Nursery. They will be advised of the Nursery policy for allocation of places.

Children who move into the designated area whilst on the waiting list of another state Nursery provision will be entered on Moorlands Primary School Nursery waiting list.

Waiting List Registration:

The waiting list comprises a list of names of children who have been registered with the Nursery.

At registration for the waiting list parents/carers will be asked to provide proof of residency with the evidence of a utilities or council tax bill. They will be asked to show the child's birth certificate for confirmation of child's date of birth only.

Parents/carers may state a preference of session giving reasons. Information about a child's special circumstances may be listed with reference to other agencies involved with the child and/or family. Places will not be allocated by length of time on the list.

Allocation of Places:

Places will be offered in the first instance to children when they reach 3. They will then start nursery the term after their third birthday. Places are allocated by the Admissions Panel of the Governing Body and based on the following criteria:

1. Children who have a EHC plan
2. Children who are in care of a Local Authority whether they live within or outside the designated area.
3. Children who live in the Nursery designated area.
4. Children who have a Sibling(s) who will be in attendance in the nursery/school at the time of admission.
5. Oldest child by date of birth
6. Children who live outside the Nursery designated area

Days of Placement:

Children can be allocated places for all morning sessions, all afternoon sessions or 30 hours funding.

Priority Admissions:

The following circumstances may lead to a child being given priority admission to the nursery.

- 30 hours funding
- 15 hours morning sessions 8.45a.m. – 11.45a.m.
- 15 hours afternoon sessions 12.20p.m. – 3.20p.m.
- Late applicant children in the year group if a space becomes available during the year.
- Family circumstances supported by evidence from other professionals
- Special Educational Need
- Child Protection issues
- Medical history
- Referrals from other agencies
- Accommodation issues

The admissions panel will consider all Priority admissions and proof of any special circumstances will be required.

Priority places will make up no more than 1/5th of the whole school roll to maintain the balance between need and a mainstream Nursery School.

The school will follow the Admission timetable below:

<i>Applications should be received no later than:</i>
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For the Spring Term 2027

Friday 2nd October 2026

For the Summer Term 2027

Friday 29th January 2027

For the Autumn Term 2027

Friday 30th April 2027

<i>Parents/ Carers will be notified of the allocation of a place by:</i>

For the Spring Term 2027

Monday 2nd November 2026

For The Summer Term 2027

Monday 1st March 2027

For the Autumn Term 2027

Monday 31st May 2027

Over-Subscription Criteria

In the case of there being more children on the waiting list than places available, the following criteria will apply in order-

1. Looked after Children in the care of a Local Authority or Children who were looked after but ceased to be so because they were adopted (or became subject to a residence order) immediately after they had been looked after. Provided appropriate evidence is submitted.
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional.
3. Children, starting with the oldest, whose home address is within the designated area of the nursery class where one exists.
4. Children who have sibling(s) who will be in attendance in the nursery/school at the time of admission.
5. Oldest child by date of birth.

NB. In any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth.

Children with a statement of special educational needs that names the school will be allocated a place above all other applicants.

Parents will be informed in writing if it is not possible to offer a place in the nursery.

Deferring the Place

If parents/carers do not wish to take up the place offered for that term the school cannot hold the place for their child until a later term. They will need to re-apply for a place.

Offering and Accepting of Places

Offers of places for a September start will be made in Term 6

Offers of places for a January start will be made in Term 1

Offers of places for an April start will be made in Term 2

Places still available after the initial offer will be filled according to the allocation of priority list and as children's names are added to the waiting list.

Admissions Panel

The Admissions Panel will be made up of members of the Governing Body excluding any Governors with a child on the waiting list. The panel will meet when required to decide upon the allocation of places applying all the indicated criteria.

Expected Attendance

Parents can request a particular session but this cannot be guaranteed. Children attending for one year cannot normally transfer from their allocated session once they have started.

If children attend the Nursery for a second academic year they will be given the first choice of sessions for the second year of attendance.

The Governors have the right to withdraw a place in the event of persistent poor attendance.

Procedure for review of Admissions

The decisions of the Admissions Panel of the Governing Body are final. There is no provision for an automatic right to appeal as the Nursery is a non-statutory educational pre-school setting. However, parents have the right to an explanation of the decision made by the panel where their application has been unsuccessful. Most queries will be met by an informal discussion or a written response from the Headteacher. Where a parent requests a formal consideration a Review Panel consisting of members of the Governing Body will meet. The Review Panel does not have the same powers as a statutory school admissions panel and can only ensure the Nursery Admissions

Procedures have been applied appropriately.

The Governors intend to operate this policy fairly and with flexibility in order to respond to the needs of individual families and children.

Appendix 1

Moorlands Nursery School Designated Catchment Area guide, but not extensive

Alford Close	Lambeth Court
Ash Road	Lansdowne Road
Aylsham Close	Lemart Close
Bramble Crescent	Mayfair
Bran Close	Manor Park Close
Blundells Road	Neath Gardens (inc. Apple Tree Cottage)
Burlington Road	Ogmore Close
Cadogan Close	Old Elm Drive
Calder Close	Portland Gardens
Chichester Road	Recreation Road
Church End Lane	St. Michael's Close
Corwen Road	Teviot Road
Dalton Close	The Meadway (299 – 313 & 250 -390)
Gratwicke Road	The Triangle
Greenacre Mount	Thicket Road
Halcyon Terrace	Tree Close
Halls Road (52 – 162)	Tyle Road
Holland Road	Walnut Way
Hollicombe Close	Wendover Way
Hursley Close	Woodland Drive
Hill View Mews	
Keswick Close	

Provided there is room, Schools are able to admit children from outside their designated areas.