

Stephen Freeman Primary School

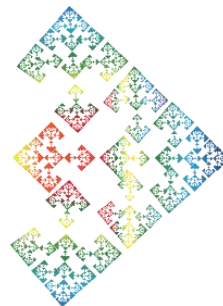
Nursery Class Admissions Policy

From January 2026 onwards



**Ridgeway
Education
Trust**

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Please note: Stephen Freeman Primary School has a separate admissions procedure, and parents will need to submit an admissions form if they wish their child's education to continue into the Reception classes. There will be no automatic right of entry from Nursery to Reception.

Introduction

Stephen Freeman England Primary School is an academy. Ridgeway Education Trust (RET) is the admissions authority and is responsible for admissions decisions.

This admissions policy meets all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

- Children Act 1989
- School Standards & Framework Act 1998
- Education Act 2002
- Equality Act 2010

Admission Number

The admission number for entry to the schools Nursery class is 52 part time equivalent places each year.

Working parent entitlement (30 hour) funded places will be offered. Where offered, the number of 30-hour places will be limited to 16 full-time equivalent places.

Where a place is offered to a child in receipt of working parent entitlement (30 hour) who then becomes ineligible for the working parent entitlement, there is a grace period during which the child may still attend free of charge. When the grace period expires, a 30-hour place should revert to a universal 15-hour place unless the parent/carer is prepared and able to pay for the extended hours.

The age range of the nursery is 3-5 years.

The school does not permit the splitting of hours of free entitlement with another provider.

Sessions

We offer a total of 52 spaces a day, split between morning and afternoon sessions. Morning sessions run from 8.45am to 11.45am and afternoon sessions from 12.15pm to 3.15pm. 30-hour sessions run from 8.45am to 3.15pm, with a 30 minute lunchbreak where parents can either collect over lunchtime or pay £3.00 for their child to stay and be supervised over lunchtime.

The Nursery Class offers additional chargeable childcare provision:

- If eligible for Universal Entitlement (15 hours funded space) and there is availability, parents can choose to pay for the additional five sessions per week to create 5 full days in

Nursery. The additional 15 hours would incur a weekly charge of £86.25, payable termly (14 weeks, 12 weeks & 12 weeks). If the lunchtime slot is also required daily, an additional cost of £15.00 per week would be payable. Total payable for the year for an additional 15 hours childcare and lunch cover would total £3847.50.

- All additional charges would be payable **in advance** and would be non-refundable if the booked sessions are not used.
- Bookings would be made for the whole year.
- Ad-hoc payable sessions would only be available in an emergency and only if spaces are available at a cost of £17.25 per day (plus £3.00 for lunchtime if required).
- Additional paid sessions will be offered in Term One, then again following the January and April intakes, subject to availability.

Dates on which Nursery Places will be offered

The Nursery class takes children in on a term-by-term basis, and places are offered by the end of the first half of the term before their entry date. If an application is received after the next term's intake and the child is of nursery age, then he/she will be added to the waiting list, ranked according to the criteria 1-5 below and offered a place dependent upon a place being available once application offers already made have been accepted by dates specified. The earliest date of entry is the start of the term after the child becomes 3, depending on numbers. Earlier admission cannot be considered.

Please ring school (01235 814718) at any time if you wish to make an enquiry as to the progress of your application.

Applications

Applications for places in Stephen Freeman Nursery class are made on a form available from the School Office. These may be submitted at any time after a child's second birthday. The order in which they are received does not affect the admissions procedure outlined above.

For further information, please contact the school office during school hours, 01235 814718. Visits to view the school may be made by contacting the office.

Oversubscription criteria

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan¹ naming the school will always be admitted.

If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

¹ An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. ***This is therefore not an oversubscription criterion.***

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England but ceased to be so as a result of being adopted.
2. Children of a member of staff who is employed by Ridgeway Education Trust where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The member of staff must have parental responsibility (sole or shared) for the child.
3. Children who have a sibling on roll at the school at the time of application who are expected to still be attending Stephen Freeman Primary School at the time of entry. However, if there are more applicants than places, priority will be given within this group to those children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.
4. Children who live in the designated (catchment) area.
5. All other children.

In all categories, 1-5, above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

Definition for used terms

Universal Entitlement

15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday.

Working Parent Entitlement

30 hours per week, term time only or 1,140 hours a year, for 3- and 4-year-olds from working families, according to specific eligibility criteria. Information on eligibility is available at www.childcarechoices.gov.uk

Grace period

When a child's eligibility for the working parent entitlement ceases, the government allows the funded place to continue for a specified time.

Looked-after children and previously looked-after children

A 'looked-after child' is one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its functions. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (eg a copy of the adoption, child arrangements or special guardianship order). A 'looked-after child' includes any child who appears to have been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Designated (Catchment) Areas

These can be viewed on the Oxfordshire public website. Living within a particular school's designated area gives a high priority for admission but there is no guarantee that a place will always be made available. There is also no guarantee that free transport will be provided to the designated (catchment) area school if it is not the closest or nearest available school.

Siblings

'Sibling' means a natural brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Twins and Children from Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place at a school has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will be offered a place at that school. This means that, in these circumstances, the Published Admission Number would be exceeded.

Measuring distances from home to school (the straight-line distance calculated by Oxfordshire County Council)

Information about Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System for measuring home to school distances can be read [online](#).

Admission Appeals

There is no statutory right of appeal.