EYFS Admission Policy

This policy was approved by Governors in September 2025

Adopted on 1st September 2025

This policy will be reviewed annually on or before July 2026

Neasden Primary School

Early Years Foundation Stage 1 (Nursery)
Admission Policy

Rationale

Admission to the Early Years Foundation Stage 1 (Nursery) at Neasden Primary School is determined by the school's Governing Body.
This admissions policy does not apply to the admission of pupils into the school – from Early Years Foundation Stage 2 (Reception) upward which is undertaken by Hull City Council.

Introduction

The Governing Body has agreed this EYFS admission policy so that in the event of there being more requests for places than are available, there are fair and transparent admission criteria in place.

The EYFS at Neasden primary school operates as a fully integrated unit. This unit is dedicated to the education and welfare of children from three to five years old and is split into EYFS 1 (Nursery) and EYFS 2 (Reception).

Our EYFS 1 is a 26 place Nursery and we are able to offer 26 morning and 26 afternoon places. Attendance at our Nursery is part-time for five sessions per week. Staffing is arranged in relation to numbers attending the setting.

We understand that choosing a Nursery for a child is a difficult decision and we welcome visits to the setting to inform his decision making process.

Universal Offer (15 hours)
Attendance at our nursery for universally funded places is part-time, for 15 hours per week. Our daily sessions run term time only from 8:45am to 11:45am and from 12:15pm to 3:15pm.

Available options are as follows:
Mornings 5 morning sessions per week
Afternoons 5 afternoons per week

Places for the universal offer are allocated as 5 mornings or 5 afternoons.

Whilst the school will endeavour to accommodate parental preferences due to existing numbers of children and staffing, we are unable to guarantee that these will be available and the decision as to a child's pattern of attendance rests with the Headteacher.

Extended Offer (30 hours)
Neasden is able to offer 30 hours for those parents who meet the criteria for extended hours. These places will be limited dependent on the number of children attending under the universal offer of 15 hours. The daily sessions we offer for those who qualify for extended hours run term time only and consist of a morning and an afternoon session each day.

Additional Sessions (above the Universal offer)
If the Nursery has surplus places, it may be possible for parents whose children attend for 15 hours, to purchase additional sessions. Additional sessions are charged at £9 a session. Parents would need to apply for additional sessions through the school office. Sessions are reserved for the full term and are reviewed on a termly basis in response to the number of new admissions for the following term. If additional sessions are not available in the following term, parents will be given up to half a term and no less than 4 weeks notice. Payment is to secure the place and is payable in advance and irrespective of attendance.

Lunchtime
If a child is remaining in school all day (morning and afternoon session) there is the facility for children to remain on site over lunchtime. Children are welcome to bring a packed lunch or can purchase a school dinner for £1.70. The decision as to whether a child can stay in school over lunchtime is strictly at the Headteacher's discretion.

EYFS 1 Admission Arrangements:
Neasden Nursery offers places to children for the term following their third birthday. Children can start as follows:

Date of 3rd birthday between:	Term of admission:
1st September – 31 December	Spring Term
1st January – 30 April	Summer Term
1st May – 31st August	Autumn Term

You should approach the school well in advance of your child's third birthday to register your interest in obtaining a place.

Parents and carers should approach the school directly if they would like their child to attend the Nursery. The school maintains a register / list of parents or carers interest in a Nursery place. Early registration of interest will not however guarantee a place in the Nursery. Nurseries do not have catchment areas in the same way as schools, so once places are full, the school will signpost parents to other providers.

Upon securing a place in Nursery, the child and their parents will be invited to attend taster sessions in the setting in the half term prior to starting. The school may also arrange for a home visit to gather further information about prospective pupils.

Neasden Primary School works closely with other providers and agencies to ensure a smooth transition into our Nursery setting. As a result of information gathered about a child, it may be necessary to make reasonable adjustments and temporary transition arrangements to accommodate pupils with additional needs. Where possible, these decisions will be made in partnership with parents and any other professionals involved in the care of the child.

Reception & School admission Arrangements:
If a child gets a place in the Nursery at the school, it does not automatically follow that he / she will get a place in the main school (Reception upward). Admission to Neasden Primary School (which includes Reception) is from the beginning of the academic year of a child's fifth birthday. We are able to offer children of this age full time places. Neasden Primary has a separate policy for admissions to Reception and the main school.

Given that there are 30 places in our Reception, there is always a chance that some children attending the Nursery will not get places in the school. Equally, there are children who require a school place who have not attended our Nursery due to parental preference.

Places at Neasden Primary School Nursery are open to all children irrespective of where they live. Attendance at our Nursery is not a precondition of a place in the school. Places at the school must be applied for through the separate process for school admission through Hull City Council. Parents and carers do not have a statutory right to appeal to an independent appeal panel in relation to Nursery admissions. It is therefore important that our admissions decision can be justified by reference to our agreed criteria.

Criteria for admission to the Neasden EYFS 1 (Nursery)

The following criteria for admission will be applied:

1. A child can be considered for a part time place in Nursery starting from the term following the child's third birthday.

2. The school will let parents and carers know of their decision regarding a place in EYFS 1 in writing. Where possible this will be at least half a term before admission.

3. If a child is offered a place in the Nursery, parents and carers must confirm their acceptance within two weeks to avoid the school refusing places for other children unnecessarily.

If the Nursery is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

1. All 'looked after children' or 'previously looked after children'. A looked after child is one who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A previously looked after child is one who was previously looked after but ceased to be so because they were adopted (see Adoption and Children's Act 2002 section 46) or became subject to a child arrangement order (see definition in Section 8 of the children's Act 1989) or a special guardianship order (see definition in section 14a of the Children's Act 1989).
2. Children who live in the catchment area of the school (proof of residence may be required).
3. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Neasden Primary School in the following academic year.
4. Other children by distance from the school, with priority for admission given to children who live nearest the school.

In the event of greater demand than places available, then pupil age will be taken into account, with older children being given priority. The final decision on when a child is admitted and the pattern of attendance rests with the Headteacher.