



Bedford
Nursery Schools
Federation

Admissions Policy

Admissions

With the agreement of the Governing Body of Bedford Nursery Schools Federation the admission policy of the school is stated below.

As the Nursery Schools do not have a defined catchment area, all parents are eligible to register their child's name at any time

All children will be considered fairly irrespective of gender, race or disability.

If there are more requests from parents than the number of places available then the following criteria will apply.

Criteria for admission – 2 year olds

Children will be admitted from the day after they turn 2. Places are allocated according to:

1. Children Looked After or Previously Looked After Children
2. Children with an Education Health and Care Plan
3. Those eligible for a 2yr funded place (free entitlement 15 hours)
4. Siblings of children within the Federation
5. Children of staff
6. Those eligible to 30 hour code (working parents government entitlement)
7. The age of the child, from the oldest age band first
8. Children living within Bedford Borough

Criteria for admission – 3 to 5 year olds

Places are allocated according to:

1. Children Looked After or Previously Looked After Children
2. Children with an Education Health and Care Plan
3. Children already attending the 2 year provision at Peter Pan or Cherry Trees
4. Siblings of children within the Federation
5. Children of staff
6. Those eligible for a 15 hour universal place
7. Those eligible to 30 hour code (working parents government entitlement)
8. The age of the child, from the oldest age band first
9. Children living within Bedford Borough

Our school is fully inclusive, and our policies promote equality of opportunity for all children. We are pleased to offer pupil with individual needs a place at Bedford Nursery Schools Federation provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement. We aim to have the necessary adult support in place for any child with additional needs when they join nursery school. Further information can be found on the Local Offer:

https://localoffer.bedford.gov.uk/kb5/bedford/directory/advice.page?id=9GLd_2Oww54&localofferchannel=1-5

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Executive Head Teacher in consultation with Governors and may need to take priority.

There are two age groups for admission (2-3yrs and 3-5yrs). There is a termly admission of children with a termly cut off date for admissions. This is the last day of the first half term prior to the next full term of

entry (last day of Autumn 1 for Spring Term entry; last day of Spring 1 for Summer Term entry and last day of Summer 1 for Autumn Term entry). Where we are full, applications will be held on a waiting list using the above criteria, organised by age band and term of entry. The date received will be recorded on each admission form and parents will be made aware of the above admission criteria and that the date of submission is not an admission criteria.

Children of those families who are entitled to 2yr old disadvantage funding are eligible to access 15 hours education and care from the term after their 2nd birthday. (subject to the appropriate eligibility evidence being produced).

Working families are entitled to 30 hours funding from the age of 9 months.

All children are entitled to 15 hours free education the term after their 3rd birthday.

There will be some flexibility about how these offers can be accessed, in discussion with the Executive Head Teacher.

Additional hours may be purchased subject to availability at the current rate of £6.00 per hour for 3yr olds and over and £8.00 per hour for 2yr olds.

Children in their reception year can be offered a full-time place from the September of the academic year after their 4th birthday.

Consideration for a full time or part time place will always be based on the needs of the child.

Procedure for Admission

1. Before starting at the nursery all parents will be offered a short visit to the nursery and a home visit. They will also be invited to attend one short parents meeting to meet staff and to get to know the school.
2. Birth dates will be checked against the Birth Certificate and NHS number is recorded.
3. Parents will be expected to stay in the nursery to support their child for an appropriate length of time, until the child is settled, but always for the first session as a minimum.
4. Transfer from part time to full time will be undertaken within a time range appropriate to the needs of the child.
5. It is the parent's responsibility to register their child to undertake statutory education. The Local Authority will notify parents and the Nursery School when these applications need to be made.
6. All children must either enter primary school the term after their 5th birthday or have arrangements made for other suitable education. Children within the nursery school are able to defer entry into school until this date. Parents need to notify the LA that they accept the place at primary school but are deferring entry into school if they choose to do so. Children with an EHCP or who are Summer born can request to delay entry to Reception.

<https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents>

This policy has been adopted for the Academic Year starting September 2026 and will be reviewed when required.

Linked policies:

SEND

Equality

Charging

Transition