The Slough and East Berkshire C. of E. Multi Academy Trust

Colnbrook C. of E. Primary School

Nursery Admissions Policy

Owner:	EYFS Lead
Ratified by Governing Body:	N. A. Weeks
Date Ratified:	October 2026
Date Policy to be reviewed:	October 2027

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9

Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.

Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

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1. Admissions

Children are admitted to the Nursery class in the term following their third birthday. The school can offer a maximum of 42 places with 21 places at each session.

Parents can take up either of these offers according to their eligibility.

- **Universal 15 hours Offer**
  - 15 hours am Mon – Fri (8.40am – 11.40am)
  - 15 hours pm Mon – Fri (12.15pm – 3.15pm)

- **Extended 30 hours Offer**
  - 30 hours Mon – Fri (8.40am – 3.15pm) – Children can bring their own packed lunch or parents can pay for a meal to be provided via the school canteen.

Parents eligible to take up the offer of 30 hours must apply for their eligibility code as soon as possible and return it to school for checking. Parents will be unable to reserve their child's 30 hours' place if this is not completed.

Although parents can request a preference for a morning or afternoon place, the school will make the final decision regarding the available sessions.

2. Application Process

Applications must be on a Nursery Admissions form and returned to the School and they will then be placed on the waiting list.

If applications exceed the number of available places, the School will apply the following criteria.

Children with an EHCP that names Colnbrook C. of E. Primary School must be admitted to our Nursery.

Priority will be given to:

1. Looked after children (A child is looked after by a local authority if a court has granted a care order to place a child in care, or a council's children's services department has cared for the child for more than 24 hours);

2. Children of a sibling who already attends Colnbrook C. of E. Primary School at the date of admission; (see note 1)

3. Children who have strong medical or social grounds for admission (to be supported by a letter from the referring agency). See note 2 for more information.

4. Children with a normal home address in Colnbrook and Poyle **and** with a sibling on the roll of the school at the time of application, or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school. (See note 3).

5. Priority will next be given to children with a normal home address in Colnbrook and Poyle who are closest to the school. The straight line distance used to determine proximity of the home to the school will be measured by Slough Borough Council's Geographical Information System.

6. Date of application.

The offer of places for September will take place in the Summer term.

The offer of places for January will take place in the Autumn term.

3. Transfer to Reception at Colnbrook C. of E. Primary School

A nursery place will not guarantee a place in Reception. Places are allocated according to the criteria set out in the School's admissions policy. **All parents must apply for a school place using the Common Application Form (CAF). Parents must apply on the CAF issued by their home Local Authority.**

4. Appeals

Parents/Carers may write to the governors if their child is not allocated a place, stating the reason and why further consideration should be made.

A panel of governors will meet with the Headteacher to consider the appeal.

Note 1

By sibling we mean a 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.

Note 2

When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Colnbrook Church of England Primary School's nursery. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 3

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school of the contact details and home address supplied to it by the parents
- Where the child is registered with his/her GP
- Any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The School works closely with the LA to ensure that places are not obtained at the School on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the School is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the School has denied a place to a child with a stronger

claim, the School will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the School.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.