



Heathfield Primary School

FIRST STEPS AND NURSERY ADMISSIONS POLICY

***Our Mission Statement:
Learning together, Learning for Life***

Chair of Governors	Sharmeen Atcha
Headteacher	Mark Thornley
Policy written by	Mark Thornley
Date approved by governors	
Date of next review	
Committee Responsible	Finance and resources

RATIONALE

The rationale for this policy is to make the admissions process to Heathfield's pre school (First steps and Nursery) clear and explicit.

ADMISSION CRITERIA

FIRST STEPS (2 YEAR OLD PROVISION)

At Heathfield, we have a 24 place First Steps provision (12 am places and 12 pm places).

Assuming we get planning permission for expansion:

From September 2025, we will offer 15 x 30 hour places and 10 x am 15 hours and 10 x am 15 hours. The number of 30 hours places can be adjusted by the governing board throughout the year based on demand and staffing. Places will be allocated to eligible working parents, **who have completed the eligibility check**. If oversubscribed, places will be allocated based on the age of the child.

The governing board will allocate places within our First Steps Provision to start **September, January and April**. The governing board can make the decision to admit children outside of these times, if places are available.

Places within First Steps are allocated in the following order:

1. To parents eligible for funded 15 hour places according to the DfE's eligibility criteria, **who have completed the eligibility check**? Eligibility is based on families receiving one of the following:
 - Income Support
 - income-based Jobseeker's Allowance (JSA)
 - income-related Employment and Support Allowance (ESA)
 - Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
 - the guaranteed element of Pension Credit
 - Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
 - the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
2. To eligible working parents, **who have completed the eligibility check**.
3. Paid places.

OVER SUBSCRIBED CRITERIA

Governors will use the criteria below if we are over subscribed.

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child.

Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

- 1) Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
- 2) Children who are on the Child Protection Register and live in the normal area served by the School.
- 3) Children who are living in the normal catchment area of the school and have siblings of compulsory school age attending the school at the time of admission.
- 4) Children where there is outside agency involvement and live in the normal catchment area served by the school.
- 5) Children from the normal catchment area of the school.
- 6) Children from the wider area of the school order who have siblings attending school at the time of admission.
- 7) Children from the wider area of the school.

WAITING LIST

Parents/Carers may register their interest in a place in our First Step provision any time following their child's birth, by contacting the school office. The child's birth certificate will be required as proof of their date of birth. These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. **Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list will not be taken into consideration when places are offered.**

OFFERING PLACES

Places for September will be offered in the preceding summer term **(On or before 31st May)**

Places for January will be offered in the preceding autumn term **(On or before the 31st October)**

Places for April will be offered in the preceding spring term **(On or before 28th February)**

If there are more children on the waiting list than places available, the governing board will use the oversubscribed criteria above.

NURSERY

At Heathfield, we have a 52 place Nursery provision. Of the 52 places, up to 16 can be 30 hours and 10 x am places and 10 x pm sessions. The exact number of 30 hour places will be reviewed continually by the governing board based on demand and staffing.

The governing board will allocate places for Nursery to start in September, **January and April**.

Places will be offered in birth date order from the term after they have turned 3, including 30 hour places (where there is availability) and parents/carers **have provided their eligibility code**. Where the waiting list exceeds place availability for 30 hours, places will be offered to families whose children are already at Heathfield accessing 15 hours provision in First Steps.

15 hour places will be held for two year olds moving to our Nursery in September and January intakes. Where parents have provided a 30 hour code, school will endeavor to hold a 30 hour place in September and January. Please note, 30 hour places are not guaranteed, due to place availability and the date the code is issued - depending on the individual circumstances of parents.

To assist families whose children are born at the end of the summer term who would be last to receive their code, parents must notify in writing their intention to change to 30 hours and will have until the end of June to complete their eligibility check and provide the code.

[From September 2025, for children doing 30 hours in First Steps, 30 hours will be held for two year olds moving to our Nursery in September and January intakes.](#)

A change from a 15 to 30 hour place is not confirmed until you have received this in writing.

OVER SUBSCRIBED CRITERIA

Governors will use the criteria below if we are over subscribed.

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child.

Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

- 1) Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
- 2) Children who are on the Child Protection Register and live in the normal area served by the

School.

- 3) Children attended our First Steps provision (for at least a term)
- 3) Children who are living in the normal catchment area of the school and have siblings of compulsory school age attending the school at the time of admission.
- 4) Children where there is outside agency involvement and live in the normal catchment area served by the school.
- 5) Children from the normal catchment area of the school.
- 6) Children from the wider area of the school order who have siblings attending school at the time of admission.
- 7) Children from the wider area of the school.

WAITING LIST

Parents/Carers may register their interest in a place in our Nursery provision any time following their child's birth, by contacting the school office. The child's birth certificate will be required as proof of their date of birth. These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. **Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list will not be taken into consideration when places are offered.**

OFFERRING PLACES

Places for September will be offered in the preceding summer term **(On or before 31st May)**

Places for January will be offered in the preceding autumn term **(On or before the 31st October)**

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Having a place in our nursery class does not influence admissions to Reception class.