



Ranelagh Primary School

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Nursery Admissions Policy 2026/2027

Reviewed on: 1st May 2026

Next Review due: Spring 2027

Signed by:

Chair of Governors

Signed by:

Headteacher

1. Aims

Our aims are:

- To ensure access and entitlement to the benefits of high quality child centred Nursery education on a fair and equitable basis, for children and families in our local community.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from their nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

2. Criteria for admission to the nursery

Ranelagh Primary School is responsible for coordinating and managing admissions to the nursery. All 3 and 4 year olds become eligible for Early Education Funding from the start of the term following their third birthday. As early years funding to schools is based on the number of sessions attended, the school will **allocate places first to children wanting 5 sessions per week**. If applications for Nursery places exceed the number of available places, Ranelagh Primary School will apply the following criteria in making allocations in the following order of priorities:

- a. Children aged three or four years old who have an Education, Health and Care plan which names Ranelagh Primary School.
- b. Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear {to the admission authority} to have been in state care outside of England and ceased to be in state care as a result of being adopted).
- c. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
- d. Children with a sibling at the school when the child is due to be admitted. (A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood, or any other children (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.
- e. Date of birth order (Oldest to Youngest).
- f. Children who are **ordinarily resident** in the catchment area.

Tie-breaker: In any case where two or more children rank equally under any of the above criteria and there is only one place available, the tie breaker will be the oldest child by date of birth. If two children have identical dates of birth, the closest to the school (as the crow flies) will be offered the place.

The consideration list will not operate places on a “first come, first served” basis. The length of time children are on the consideration list in no way influences the decision about places.

3. Nursery Session/Application Information

- 3.1 Our nursery accepts children from the age of three years.
- 3.2 The Nursery has 26 places for 15 hours per week, term time only. Sessions run each morning from 8.45am – 11.45am. All children applying to our nursery are entitled to a part-time place (15 hours a week for 38 weeks of the year).
- 3.3 The nursery is staffed by one qualified teacher and a Level 3 qualified member of staff.
- 3.4 Our nursery and reception children work alongside each other as we operate an EYFS unit (Early Years and Foundation Stage). Parents wishing to send their child to the Nursery will need to complete an application form (available from the school office) if spaces are available; we usually admit children in the term after their third birthday.
- 3.5 Applications can be made at any time from birth. A consideration list will be kept by the school of names, addresses, D.O.B., telephone number.
- 3.6 Parents will be asked for the child's birth certificate and proof of address.

Birthday	Free early education from beginning of
1st September to 31st December	Spring Term (after Christmas holidays)
1st January to 31st March	Summer Term (after Easter holidays)
1st April to 31st August	Autumn Term (after Summer holidays)

4. Nursery Intake

- 4.1 In most circumstances, we aim to have termly admissions, this is in order to minimise disruption and support induction arrangements.
- 4.2 Home visits will take place as part of our induction process.
- 4.3 A child's intake into nursery may be staggered to aid transition and shorter sessions may be offered until the child is more settled.
- 4.4 A child will remain in Nursery until the end of the academic year in which they are four years old.

5. Decisions on Places

- 5.1 We will review applications in our file each at the half term point in each term.
- 5.2 Where we have spaces, we will apply the criteria and follow the procedures to allocate these fairly.
- 5.3 We will communicate with parents that their child has been allocated a place. We will make them aware of any relevant open days/opportunities to visit.
- 5.4 If we are unable to allocate a place when the child becomes eligible by age, we will also communicate with parents. Their child will remain on the waiting list and places will be allocated from the list as they become available.
- 5.5 Decisions will be final and there is no right of appeal.

5.6 The offer of a nursery place **does not** mean automatic entitlement to a place in the Reception Class. Parents must apply separately through the Suffolk County Council Primary School Application process.

6. Attendance & Loss of nursery place

Although children are not of statutory school age, good attendance at nursery is important for children to fully benefit from their place. It also helps to establish expectations of full-time school.

- 6.1 If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the demand for places. This conversation should be recorded and dated in the child's Learning Journey.
- 6.2 If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers to remind them of the expectations of good attendance.
- 6.3 If there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of place in writing.

7. Transfer from nursery into school

- 7.1 A separate application must be submitted to Suffolk County Council for school places.
- 7.2 The Nursery and Reception teams work very closely together and liaise for transition between classes. If the child transfers to a different school for Reception, the Nursery teacher is responsible for liaising with them and preparing any reports and records so that the office can organise transfer of these.