



POLICY FOR NURSERY ADMISSIONS IN COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS IN OXFORDSHIRE 2026 ONWARDS

1. The County Council has devolved rather than delegated the administration of admissions to nursery classes. Therefore, in the event of a complaint the final responsibility and decision for admissions to voluntary controlled and community schools rests with the County Council.
2. **The designated area** (catchment) of the Radley Primary School Nursery Class is set out clearly on a map and is available for parents to see on the school website admissions page and from the school office on request. The catchment area for the nursery is the same as for the primary school.
3. Schools must agree a **published admission number** for the nursery with the County Council before the start of the academic year. Published admission numbers will be stated in part time equivalent (p.t.e.) places. One p.t.e place is 15 hours per week, term time only, or 570 hours a year if the place is delivered flexibly. The PAN for Radley Primary School Nursery Class is 60 p.t.e.
4. Schools must offer nursery places at least up to the published admission number. Where a school offers working parent entitlement places within their nursery provision, a 30-hour place is deemed to represent 2 p.t.e. places.
5. School will not operate the nursery with empty places in any term if there are eligible children on the continued interest list.
6. The minimum **universal entitlement** to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday.
7. Where capacity against the published admission number exists, places will always be offered for 15 hours a week. School is permitted to agree take up of fewer hours to meet parental request but are not obliged to.
8. School also offers the **working parent entitlement** of up to 30 hours per week (term time only) if places are available. This is only available to children taking up their full entitlement at Radley School Nursery. This is decided in advance of the academic year and publicised to parents/carers on the school website. Priority is given to working parent entitlement funded places. After this allocation, and available sessions are offered as extended entitlement places. School is not obliged to offer the working parent entitlement places.
9. Paid sessions will be offered after all universal and extended entitlement applications have been allocated. If there are still spaces available requests for paid sessions will be considered. Paid for sessions will be allocated on a first come first serve basis. The cost of a paid session is £15.
10. **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.
11. Children are entitled to a place from the first day of term. The school offers 'staggered starts' or induction periods to help children settle in, arranged over the first week or two and based on what the child and family need.

12. Parents will be notified that a place is available for their child no later than half a term in advance. **Parents must accept the offer of a place by the specified deadline. Once the first allocation of places has been offered and accepted, applications after this date will be considered if there are available places for the following term.**
13. School does not parents to split their child's free entitlement with another provider.
14. **Flexibility** School may offer their nursery places in several ways. These include half or full day sessions (9.00am to 12.00pm and 12.00pm to 3.00pm, afternoon sessions and full day extended sessions include lunchtimes (for which children need to bring a packed lunch). The Headteacher's discretion is used when allocating any sessions, ensuring sufficient resourcing is in place to meet children's needs, thus ensuring a safe environment for all children in the nursery.
15. The school website gives the opening times of the nursery and set out its educational aims and provision. It also sets out the Published Admission Number as agreed by the County Council, and the County Council's policy for allocating nursery places when more applications are received than there are places available, as stated in this document (paragraph 16).
16. When more applications are received than there are places available, the following County Council criteria will be applied. These closely follow the admissions criteria for entry to Community and Voluntary Controlled (County) primary schools. Radley Primary School Nursery will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. **Other criteria (such as date of birth) cannot be used.**

Children with an Education, Health and Care Plan in which the school is named in Section 1 must always be admitted.

16.1 Children who are "Looked After" (LAC) by a Local Authority; "Previously Looked After" (PLAC), or "Internationally Adopted Previously Looked After Children" (IAPLAC).

16.2 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.

16.3 Children who have taken up, or are eligible for, a disadvantaged 2-year-old place at the time of application.

16.4 Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:

- Those children who, at the time of entry, have a sibling attending the nursery or the primary school to which the nursery is attached.
- Those children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

16.5 Children living outside the designated area who have a sibling attending either the nursery or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

16.6 Children who attend day care or a voluntary or private sector pre-school on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

16.7 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

Schools can seek advice and assistance from the Admissions & Transport Services Manager in applying these criteria.

17. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

18. Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class until the term after s/he becomes five* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**

*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the Primary School admissions policy for more detail on deferring entry.

19. A universal entitlement nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

20. Where a family ceases to be eligible for the working parent entitlement, the place should return to the universal entitlement level (for children age 3+) when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Schools should explain this possibility in writing when offering a working parent entitlement place. **Parents/Carers must be allowed to keep their child in their universal entitlement place even if they cease to qualify for the working parent entitlement.**

21. Any complaint about the operation of this admissions policy, for example in the case of a child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school. For Aided schools, the complaint should be directed to the Head of the school and then to the School Governors, as they have the ultimate decision regarding admissions to these schools.

22. There is no statutory right of appeal.

Contact details

Admissions & Transport Services Manager

Tel: 07393 001242 admissions.schools@oxfordshire.gov.uk

Principal Officer (Early Years Organisation)

Tel 07733 001503 e-mail: school.planning@oxfordshire.gov.uk

(for initial advice regarding the application of this policy, and for requests for [Home to School Distance Measuring](#)).