

Admission Policy

2025 – 2026

Background

Bushy Leaze is a Hampshire maintained school with thirty spaces reserved for children with identified special educational needs.

The Local Authority is responsible for admissions to nursery classes in community and voluntary controlled schools and to community and voluntary controlled nursery schools. This policy should be used to determine admissions to nursery schools and units. Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions so it is essential, therefore, that all admissions decisions can be justified by reference to the following criteria, taking into account the particular circumstances of individual schools and units.

All children are entitled to 15 hours universal free learning and childcare in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year. The key dates are 1st January, 1st April and 1st September.

Children who meet the eligibility criteria for disadvantaged two year old funding and have their eligibility code, are entitled to 15 hours a week free learning and care in an early years setting from the start of the term following their second birthday, for 38 weeks in a full year. The key dates are 1st January, 1st April and 1st September.

Working parents who secure eligibility for 30 hours a week will be able to claim a total of 30 hours of free learning and care for their child for 38 weeks in a full year. At Bushy Leaze we currently offer 30 hours for children from 3 years old.

Some parent funded places or additional hours may be available for children from age two.

Our offer will normally be for five mornings, five afternoons or five full days and we will advise parents of the patterns of attendance we are able to offer.

Mainstream places

Parents wishing their child to be considered for the nursery should place their child's name on the waiting list. It must be emphasized that although this is very helpful to the school, it does not guarantee a place, and length of time on a waiting list will not be taken into account in the allocation of places.

Application forms will be issued the term before your child is due to start nursery. These need to be returned before the end of half term (October, February or May) to be considered. Where there are more applications than places, the admission criteria will be used to determine the priority for admission. The school will let parents/carers know by letter of their application outcome, ordinarily this will be by mid November, March or June.

We acknowledge that some parents may wish to use their entitlement across two providers and therefore not take their full hours at Bushy Leaze. Priority will be given to those children whose parents opt to take their full entitlement at Bushy Leaze.

Each application is considered individually. Where there are resource issues or a child requires additional support, places need to be planned carefully, to ensure the child can be included safely and appropriately.

If your child is offered a place, you must confirm your acceptance to the school within two weeks otherwise the school may withdraw their offer.

The final decision on when a child is admitted, the number of hours a child can attend and their pattern of attendance, rests with the headteacher.

Admission Criteria

If mainstream places are oversubscribed at the closing date for applications, places will be determined on the basis of the following criteria listed below.

All applications will be considered in accordance with the following criteria, set out in priority order. Length of time on any waiting list will not be taken into account.

Categories B and C contain examples of both special educational and social need.

A. Looked after children or children who were previously looked after, but immediately after being looked after became subject to an adoption order, a arrangements order, a special guardianship order. [A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an appointing one or more individuals to be a child's special guardian (or special guardians).] Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

B. Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, area Inco, outreach worker or education welfare officer on the basis of the child's special educational needs.

Examples of special educational needs, in no order of priority, might include:

- Emotional and behavioural problems
- Hearing difficulties
- Lack of personal interaction and stimulation
- Physical disabilities
- Speech and language problems
- Visual difficulties

C. Children with social needs, based on information gained by the headteacher or senior staff, as part of the application procedure

Examples of social needs, in no order of priority, might include:

- Children who were multiple births (twins, triplets)
- A child with a confined play space
- A child from a one parent family
- A child in a large family (four or more children)
- A child with parents under twenty years of age
- A child in sole care of grandparents
- A child who has two or more siblings under four years of age
- A child on the child protection register
- A child of parents with disabilities
- A child with English as an additional language
- A child who is eligible for the vulnerable two-year-old early education funding
- A child who is eligible for the 30 hours free childcare for working families, subject to confirmation of the eligibility from the DfE, or two-year-old working family funding. (Families who meet the criteria and have moved from government unemployment benefits to employment or low income will be given higher priority than those currently in employment).

D. Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support.

E. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Bushy Leaze.

F. Children of staff who have, (1) been employed at the nursery for two or more years at the time at which the application for the admission to nursery is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

G. Other children

Tiebreaker

If the nursery is oversubscribed **within** any of the above categories (A-D), children in the year before they may start school will be given priority. Then preference will be given to children who live closest to the school based on a straight-line measurement from school to the entrance of the property. Hampshire County Council's Geographic Information Systems will be used to confirm the order of applicants.

Places are offered on condition that:

- The child's birth certificate, identifying parents, shall be produced before admission
- There is valid proof of the child's address
- A parent, or named adult (given in writing) will escort the child to and from nursery and
- Attendance shall be regular and punctual.

Places for children with Special Educational Needs

The thirty places for children with special educational needs are allocated to children by the Local Education Authority via recommendations from a multi-agency advisory panel which will include the headteacher/SENDCo.

Examples of special educational needs, in no order of priority, might include:

- emotional and behavioural problems
- hearing difficulties
- lack of personal interaction and stimulation
- physical disabilities
- speech and language problems
- visual difficulties
- developmental delay

Places can be for children from two years old although children in the year before they may start school will be given priority. During a child's placement, an Education Health and Care Plan may be initiated, should it be felt necessary. Governors recognise the complex needs of individual children, and endeavour to provide a supportive environment through a favourable staff to child ratio. However, it is acknowledged that the specific difficulties some children may present could impact on the levels of staff support available and this may be taken into consideration when a child is offered a place.

Funding for SEND places may not be shared with other early year's providers and children will generally be allocated five sessions.

Some children on SEND places may be eligible for thirty hours of free learning and care for their child. Where possible we will aim to accommodate this within the nursery. The nursery may apply for Inclusion Funding in this instance to support a child's needs for the hours not covered by their SEND place.

Most children will be admitted in September, although some children will start at the beginning of the spring and summer terms.

Admission Criteria

Children will be eligible for admission to a SEND place when they have been referred to the Education Panel, where the child's possible special educational needs will be outlined. This may include the views of an Educational Psychologist or other professionals.

Procedure

Following a decision to place a child on a SEND placement, a request will be made for any relevant paperwork. The school will then meet with the parents and child (and any other interested or relevant party) to determine the arrangements for the child's admission.

Hampshire County Council policy is not to provide transport to school for children under five. In exceptional circumstances, however, requests for transport should be made directly to the Inclusion Branch of the Children's Services Department. Please note that parents may be required to travel with their child.

Transfer from the Nursery to reception classes

The County Council's funding for Year R children is allocated to primary schools. The nursery funding is not intended for use by Year R children. The only exception to this

will be where a Year R child either has an Education, Health, Care Plan or a recommendation from an Educational Psychologist, which specifies that their educational needs will be best met by remaining within the nursery class for a further period. Deferment or deceleration must be agreed by all parties. Funding for Year R children will need to be negotiated and agreed by SfYC and the SEND team on an individual basis. For some children with SEND, who are due to start in a reception class, but suitable places are unavailable, a continuation of attendance at Bushy Leaze may be negotiated.

Notes:

Definition of a parent in the Education Act includes

- all natural parents whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the right, duties, powers, responsibilities and authority that a parent of a child has by law. It is defined by the Children Act 1989. It gives parents the legal right to make decisions and choices, such as where the child will live or go to school etc. If the parents were married to each other at the time of a child's birth, or if they have been married to each other at any time since the child's conception, they each have parental responsibility.

Having care of a child or young person means that a person who the child lives with, irrespective of what their relationship is with the child, is considered to be a parent in education law.

Signed *A.R. Davies*
Chair of Governors

Dated: 8/7/2025

To be reviewed Summer Term 2026

