

Cooper Perry Primary School

Nursery Admissions Policy 2025-2026

Aim, Believe, Celebrate



Contents:

[Statement of intent](#)

1. [Application timetable](#)
2. [Additional costs](#)
3. [Oversubscription](#)
4. [Reserve list](#)
5. [Withdrawing offers](#)
6. [Refusal of admission](#)
7. [Data protection](#)
8. [Policy review](#)

Statement of intent

Cooper Perry Primary School aims to provide a nursery experience for children that is affordable, high- quality and geared towards a smooth transition into Reception class.

The governing board is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date _____

1. Application timetable

- 1.1. A child is deemed to be of nursery-age from the beginning of the term following their third birthday.
- 1.2. Parents may register their interest in a place at the nursery at any time during the year following their child's second birthday.
- 1.3. Formal applications for nursery places in September 2026 must be made by the 13th March 2026.
- 1.4. Application forms can be obtained from the main office.
- 1.5. Acceptance and non-acceptance letters will be sent out on the 20th March 2026.
- 1.6. Where places are remaining, later admissions are possible, up to the agreed admissions limit.
- 1.7. Mid-year admission applications can be administered via the school office if places are available.
- 1.8. Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.
- 1.9. Application for places in the Cooper Perry Reception class must be made via [Staffordshire Schools Admissions](#). Prior attendance at Cooper Perry Nursery is not a factor considered in the allocation of places for Reception and is in no way a guarantee of a place in the Reception class.
- 1.10. The LA will consider securing additional free hours for parents who have applied or re-confirmed by the deadline, but receive their valid 30 hours eligibility code after the beginning of the term, up to the dates set out below:
 - Application/re-confirmation by 31 August – code start date between 1-14 September
 - Application/re-confirmation by 31 December – code start date between 1-14 January
 - Application/re-confirmation by 31 March – code start date between 1-14 April
- 1.11. The LA is not required to secure additional free hours where the parent has applied after 31 August, 31 December or 31 March, or for any codes issued after the dates outlined in 5.8.

2. Additional costs

- 2.1. The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Children eligible for **15 hours** free childcare per week (Mondays and Tuesdays 8.50am – 2.50pm and Wednesdays 8.50am – 11.50am) can pay for additional morning sessions (8.50am – 11.50am) at a cost of £16 per session and/or £16 per afternoon session (11.50am – 2.50pm). Daily 'top up' sessions (2.50pm – 3.30pm) are also available to book at a cost of £3.50 per session.
 - Children eligible for **30 hours** free childcare per week (Mondays to Fridays from 8.50am – 2.50pm) can pay for daily 'top up' sessions (2.50pm – 3.30pm) if they require a full school day, at a cost of £3.50 per 'top up' session.
 - Nursery school dinners £2.74 per day
 - School trips
- 2.2. Where charges are made in line with 2.1, parents are expected to pay for these; however, payments are voluntary.
- 2.3. Where parents are not willing to provide costs for school lunches they can provide a packed lunch for their child to eat at school.
- 2.4. The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

3. Oversubscription

- 3.1. Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.
- 3.2. Children with an EHC plan that does not name the school will be referred to the school's admissions team to determine an appropriate place, in accordance with the LA's Fair Access Protocol.
- 3.3. The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the school.
- 3.4. The oversubscription criteria, set out in priority order, are as follows:
- LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
 - Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
 - Children who will have a sibling attending the nursery or the main school at the time of admission
 - Children of staff who have:
 - Been employed at the school for two or more years at time the application for admission is made.

- Been recruited to fill a vacant post for which there is a skill shortage.
- Children living within the catchment area for the nursery school, which is the school's catchment area



- All other children

- 3.5. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

4. Reserve list

- 4.1. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.
- 4.2. If a place becomes available, the nursery will contact the parents of the child at the top of the list.
- 4.3. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- 4.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

5. Withdrawing offers

- 5.1. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:
 - Offers made on the basis of fraudulent applications
 - Offers made on the basis of intentionally misleading applications
 - Parents not responding to an offer within four weeks
 - A child is in receipt of more than their entitlement of nursery education
 - A family registering their child at two maintained settings

6. Refusal of admission

- 6.1. A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
 - The child is not of the appropriate age
- 6.2. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
- 6.3. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

7. Data protection

- 7.1. When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and GDPR.
- 7.2. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.
- 7.3. The nursery will act in compliance with the GDPR Data Protection Policy when processing personal data.

8. Policy review

- 8.1. This policy is reviewed annually by the governing board and headteacher.
- 8.2. The scheduled review date for this policy is Spring Term 2026.