Westfield Nursery School

Admissions Policy

Date policy last reviewed: May 2026

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Changes 2025-2026
-Added a summary in admissions arrangements
-No increase in cost for 3–4-year-olds 2026-2027 but increase in cost for two-year-olds 2026-2027
-Rearranged some paragraphs & statements to be clearer
-Updated the reference to current 2-year funding offer
-Added new link for council funding for two-year-olds
-Added new link to explore government funding for 30-hour code for 3–4-year-olds
-Updated the point about a settling period

Contents:

Vision, Statement of Intent, Rationale and Purposes

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Vision
At Westfield Nursery we aim to deliver against our vision ‘Inspired beginnings, outstanding futures’.

Statement of Intent
At Westfield Nursery School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

Rationale
Research shows us that children learn best when they are happy and secure in their learning environment. We believe it is necessary to ensure continuity and consistency for children during transition from home to Nursery/ Nursery to Reception. In doing this we recognise children’s experiences and individual needs. We value parents as children’s primary educators, and we aim to work in partnership with them.

Purposes
We want
- children who feel happy, confident secure and valued
- adults who are sensitive and supportive role models
- children to become independent, motivated learners
- children to develop positive relationships with adults and other children
- the transition from home to nursery and nursery to school to be smooth
- parents/ carers to be actively involved in all aspects of their child’s development, enjoying two-way communication built on mutual trust and respect
- to promote a broad and balanced curriculum reflecting and enhancing children’s interests
- a learning environment that reflects a variety of cultural traditions and which is accessible by children with different physical and intellectual needs

Legal Framework
This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

Roles and Responsibilities
The governing board is responsible for:

- Publishing a link to the full, determined admissions arrangements on the school's website
- Agreeing the admissions policy and criteria

Admissions Arrangements
The Published Admissions Number (PAN) is 156 3-and 4-year-olds and 64 2-year-olds.

The number of places available is determined by the capacity of the school. The Local Authority will consult with the governing board where it proposes to increase, decrease or keep the same PAN.

Westfield Nursery **does not** have a catchment area and takes children from across Dunstable, Houghton Regis and the surrounding villages.

Children are admitted the term after their second or third birthday. Parents/ carers can apply for a place on the waiting list from birth. A copy of the child's birth certificate alongside the waiting list form is required. Please see details below.

Admissions Criteria
Should a waiting list need to be implemented priority will be given to:

1. Looked After Children (LAC)/ Children subject to Special Guardianship Order (SGO)
2. Children with a Special Educational Need or Disability with an EHCP Plan
3. Children who are subject to a Child Protection Plan (CP)
4. Children who are refugees or asylum seekers
5. Children who attended the two-year old class
6. Children of staff
7. Children who have siblings already attending Nursery
8. Children who already attend who are increasing their sessions
9. Children who are on the waiting list from the date of receipt of the waiting list form
10. Children by birth date

Admissions criteria are applied to each admissions intake

Guidelines
2-year-olds

- Children are admitted the term after their 2nd birthday
- Our current intake is 15 2-year-old spaces AM and 15 2-year-old spaces PM
- Bumble Bees class Monday – Friday morning sessions 8.45-8.55am – 11.35-11.45am or afternoon sessions 12.30-12.40pm – 3.20-3.30pm term time only
- Funded 2-year-olds must provide their funding code (either council or working funding)
- This is free funding for 15 hours per week term time only
- Priority is given to council funded children, then working funded children, then paying spaces
- The cost of a session is £22.00 per session 2025-2026 & £25.50 2026-2027

- Council funding can be sought by clicking the link https://cbc.cloud.servelec-synergy.com/SynergyFIS/Enquiries/Citizen/EarlyYears.aspx

3-4-year-olds

- Children are admitted to Westfield Nursery School on a termly basis, in the term following their 3rd birthday, if there are spaces available
- We offer 15-hour or 30-hour government funded provision, if children change from 15-hour to 30-hour or vice versa they will move class

15-hour places

- All children are entitled to free 15-hour funding
- Children will usually be admitted into the afternoon nursery sessions for their 15 hours free education within our usual opening times if there are spaces available. As the children become older, children move to the morning sessions, if/when there are spaces available
- Each 15-hour provision is of 3 hours duration in Dragonflies or Ladybirds class with times from 8.45-8.55am and collection from 11.35-11.45am and 12.30-12.40pm and collection from 3.20-3.30pm

30-hour places

- Some children are entitled to 30-hour funding. The eligibility criteria for 30-hour free childcare are set by the government. See https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/working-families/
- The eligibility code, parent's date of birth and National Insurance Number must be shown in **advance** of a child starting. Where these are not supplied the Nursery will retract the place
- There are two classes, Caterpillars and Butterflies open between 8.45-8.55am with collection between 3.20-3.30pm
- We offer 33.75 hours for a full week, 6 hours 45 minutes daily if there are spaces available.
- Parents/ carers are required to pay for the extra 45 minutes at a cost of £5.50 per session 2025-2026 & 2026-2027. Nursery will retract the place if payments are not made promptly
- Parents can request to pay for a full-time place, if their child is only eligible for a 15-hour space. This is at a cost of £27.49 per session 2025-2026 & 2026-2027, if there are spaces available. Nursery will retract the place if payments are not made promptly

Admissions Process

- Parents/ carers can call the office to book a tour of the school
- Should they choose Westfield, parents/ carers need to complete a waiting list form as soon as possible
- The child's birth certificate must be provided with this
- Parents/ carers are contacted the term before the child is due to start (around half term) to ensure they still want the place and a 'New Starter Form' and 'All About Me' provided; these need to be returned to secure a place
- Parents/carers and children are invited to stay and play and meet the teacher visits, where they gain information about the school and can meet the class leader and teaching assistants
- If a home visit is conducted, we begin the process of learning about prior learning, likes or dislikes and needs or requirements (if not undertaken in the family home we complete this at Nursery)
- The settling in period is generally timed over a week but is flexible to meet the needs of each child. Children's needs are placed at the heart of decisions. If children need a longer settling period, this is implemented
- If a child is not coping with full sessions, staff work with the family on a plan for a more gradual settling period

General

- We operate an inclusion and equality policy to ensure all children have access to Nursery

- The Governing Body are kept informed of the numbers on roll
- Any appeals against non-admission must be made in writing to the Chair of the Governing Body via the school office to be dealt with by the governing body
- If the Nursery is full, parents will be sign-posted to the Local Authority sufficiency officer, so they can be sign-posted to other settings
- When considering admissions, we are mindful of the staff: child ratios and the facilities available at Nursery
- Parents need to complete applications to Central Bedfordshire to secure their children's Reception place
- Regular attendance is important for children's well-being and progress

Monitoring and Review
This policy will be reviewed by the governing board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

Policy reviewed May 2026
To be reviewed May 2027