



NURSERY ADMISSIONS POLICY

COLLEGE TOWN PRIMARY SCHOOL

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| Approved Date | Sept 2025 |
| Approved At FGB | Sept 2025 |
| Date of Next Review | Sept 2026 |
| Statutory | YES |
| Adopted from Bracknell Forest | NO |

NURSERY ADMISSIONS

All schools follow the local authority published co-ordinated admission arrangements.

The individual arrangements for College Town Nursery School are as follows:

College Town Nursery School (CTNS) has a 48 place morning nursery. This comprises of 48 morning only session (universal 15 hour offer) and 24 in the afternoon session (Extended hour entitlement). Priority is given to families eligible for 30 hours although where there is space paid sessions may be available.

The morning session runs from 9am-12 noon.

Afternoon sessions for children entitled to 30 hours will run from 12-3pm.

The flexibility of our afternoon session is: 12-1pm or 12-3pm.

If we are able to offer places for children who are not entitled to extended places then we will charge £15 per session. This can be discussed through the school office where availability can be confirmed.

Applications will be processed as follows:

| If the child is 3 on or between: | Applications to be made to nursery by: | Eligible for a nursery place at the start of the following term: |
|---|---|---|
| 1 April and 31 August 2022 | 30 April 2025 | Autumn Term (Sept) 2025 |
| 1 September and 31 Dec 22 | 30 September 2025 | Spring Term (January) 2025 |
| 1 Jan and 31 March 2023 | 31 January 2026 | Summer Term (April) 2026 |

If after the offers have been made and a place becomes available at the nursery it will be offered according to the published criteria and numbers available under each entitlement.

1. ADMISSIONS CRITERIA COLLEGE TOWN NURSERY SCHOOL PLACES FOR UNIVERSAL ENTITLEMENT

1.1 Where a school receives more applications than places available then children should be admitted in the following order:

- a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);

Tie-break

In circumstances when there are insufficient places and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the radial distance (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the

co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

- c) the children by age order (admitting eldest first)

2. ADMISSIONS CRITERIA COLLEGE TOWN NURSERY SCHOOL PLACES FOR EXTENDED ENTITLEMENT

2.1 Where a school receives more applications for an extended entitlement place than those available then children should be admitted in the following order:

- a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
- c) Other children by age order (admitting eldest first)
- d) Date of application