St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Long Melford CE Primary School

Nursery Admissions Policy

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Approved by the Committee/Governing body	*LGB – Long Melford CE Primary School*
Signature of Chair of Governors	
Date Approved	*September 2026*
Review Date	*September 2027*

1. Introduction

The Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to our School Nursery.

2. Age

(a)We can offer Nursery Education to children who are eligible for Two Year Old Funding in the term in which they are 3:

Birthday 1st September to 31st December - Free early education from beginning of Autumn Term (after Summer holiday)

Birthday 1st January to 31st March - Free early education from beginning of Spring Term (after Christmas holiday)

Birthday 1st April to 31st August - Free early education from beginning of Summer Term (after Easter holiday)

(b)We offer Nursery Education to 3 and 4 year olds who become eligible for Early Education Funding from the start of the term following their third birthday:

Birthday 1st September to 31st December - Free early education from beginning of Spring Term (after Christmas holiday)

Birthday 1st January to 31st March - Free early education from beginning of Summer Term (after Easter holiday)

Birthday 1st April to 31st August - Free early education from beginning of Autumn Term (after Summer holiday)

3. Session length

Each of our Nursery sessions is just over 3 hours: from 0855 until 1200 noon and 1300 to 1510. We provide a lunch session to cover 1200 noon to 1300. Children are able to bring a packed lunch from home or to purchase a school dinner. School dinners are available at a daily cost of £2.75.

4. Application Procedure

Application forms can be obtained from the school office. Once completed forms should be returned directly to the school office with a long birth certificate to verify date of birth. We allocate places each term to eligible children, and following this parents will be sent a letter of offer.

5. Allocation Process

We have 26 spaces in our Nursery. There are occasions when there may be more than 26 pupils registered (where some pupils are not attending for all 5 mornings or afternoons), however there will never be more than 26 present on any day.

Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer.

Children aged three or four years old who have an 'Education, Health and Care Plan' which names our school Nursery will be offered a place if possible.

If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 or online at https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/suffolk-family-information-service/ They will be able to support you to find a place for your child.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use our oversubscription criteria to help us decide who will be offered places.

Please note: Attendance in our Nursery class does not guarantee a place in the Reception class of our school. Admission to Reception must be done via Suffolk County Council.

Parents are required to complete a PAF Form in order to secure funding for a child at our Nursery. These forms are provided by Suffolk County Council for the purpose of you authorising us, as your childcare provider, to claim for the hours that your child is here. If you do not complete this form, we will not be able to claim funding and therefore your child will not be able to take up their offered place. **These forms can be collected from our School Office.**

6. Oversubscription criteria

If there are more applications than places available, the following oversubscription criteria will be used in the order they are numbered:

I. Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
II. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where our school nursery is identified
III. Children wanting to take their full free entitlement (15 hours over 5 half days or 30 hours over 5 full days)
IV. Children who are ordinarily resident in our catchment area*
V. Siblings of pupils at our school
VI. Date of birth (oldest to youngest)
VII. Distance from school

*See the Oversubscription Criteria Supporting Notes below.

The process is then repeated for those wanting to take their full free entitlement who are not in our catchment area.

The process is then repeated for those wishing to take 4/3/2/1 days of their full free entitlement

Oversubscription Criteria Supporting Notes

Previously looked after children: Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). 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.

Taking up their full free entitlement: All children who wish to attend for 5 half days or 5 full days a week will be considered before those choosing to attend for 4,3,2 or 1 half or full days, regardless of whether they are in catchment or not. If parents subsequently reduce the number of days their child wishes to attend after we have allocated their child a place, we reserve the right to withdraw the place and offer it to the next child on the waiting list.

Catchment Area: These can be found www.suffolk.gov.uk/catchmentmaps. Living within a school's catchment area is no longer an absolute guarantee that a place is available at that catchment school.

Ordinarily resident: By "ordinarily resident" we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment/defined area or if you use another address to give the impression that your child lives in the catchment/defined area so that you have a higher priority for a place at that school. If you can provide written evidence that you are legally committed to a move into catchment (eg solicitor's letter confirming exchange of contracts, a signed letting/tenancy agreement) then the LA/School Admissions Team will use this address.
*Gypsy, Roma or Traveller families and Refugees and Asylum Seekers who move into the catchment of this school will be considered as 'ordinarily resident' in that area when considering applications for a school place.
*For children of UK service personnel and other Crown Servants, the Governors must treat a family being posted to their area, or whose posting abroad comes to an end, as meeting the residency criteria for that catchment area even if no house is currently owned in that area once proof of the posting has been provided.

Siblings: Children who are brothers and sisters of, (includes half or step siblings) or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births: Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or how to share the places if they wish.

Distance from the school: Children who live nearest to the school - the distance will be measured by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home in a single building (eg apartments) we will measure to a single point within that building irrespective of where those homes are located.

Tie Break: If it is not possible distinguish between applicants at 'Distance from School' (i.e. a tie break), we will resolve this by a random ballot.

Waiting lists: If we are unable to offer a place due to over-subscription the application details will be added to our waiting list and considered again in the next round of allocations or when spaces become available. The waiting list is maintained in the order of the oversubscription criteria.

7. Nursery Fees

Children that do not receive a funded place may take up any places not being used by funded children. The charge is £5.74 per hour, or £17.22 per session (changed in line with the increase in fees by Suffolk CC from 13th April 2026). A session is half a day. This is only offered where there is an excess capacity in the Nursery and the same criteria (where applicable) will be applied to applications in the case of oversubscription.

Appendix A

Childcare for working parents

The information below is taken from the website address below.

https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/30-hours-childcare-for-working-parents/

How 3 and 4 year olds can receive up to 30 hours a week funded childcare



All 3 and 4 year olds get **15 hours** funded early education a week for 38 weeks a year.

Working families may get another 15 hours childcare a week. That's **up to** a total of **30 hours** a week for 38 weeks of the year.

How to apply

1. Apply through the government's Childcare Choices website.
2. If successful you will get a code (an 11 digit number).
3. To book a place take the code to your childcare provider with your child's birth certificate and proof of address.

A child turns 3 and the working parent/carer get a code between these dates:	Up to 30 hours childcare starts from:
1 January to 31 March	1 April
1 April to 31 August	1 September
1 September to 31 December	1 January

Apply or find out more at Childcare Choices.

If you have problems applying or cannot access the internet, phone the government's helpline on **0300 123 4097.**

Further information

Tax-Free Childcare is another government scheme to help working families with their childcare costs.

There is a guide about help with the cost of childcare (PDF, 1.5MB) by the Family and Childcare Trust.

Useful information about help paying for childcare from Money Saving Expert.