



WESTROYD PRIMARY SCHOOL & NURSERY ADMISSION POLICY 2026-2027

BACKGROUND

Westroyd Primary School and Nursery can admit 26 children per session. This number can increase to up to 39 per session over the course of the academic year. Our school nursery provision is Monday- Friday 9am- 3pm, this is supported by our Early Years Teaching Assistant as well as breakfast and teatime provision. Every child is offered 15 hours a week of Free Early Education Entitlement. We are also able to offer some 30-hour places for those children who are eligible. There is some flexible provision to how these 15 or 30 hours are chosen, however flexibility is limited due to us being an Educational Nursery and not a private child care provider. From September 2017 the Government introduced an eligibility based additional 15 hours free childcare for 3- and 4-year-olds subject to parents meeting proposed eligibility criteria.

AIMS

The Aim of this policy is to adopt a consistent approach to admitting children to Nursery.

ORGANISATION

Leeds City Council has delegated the admissions of nursery children to the school and governing body. Parents and guardians wishing to apply for a place must complete the Farsley Westroyd Nursery application form, available on the school website. This form is then directly submitted to the school via email or in person.

Applications for admission to Nursery will need to be received before 1st March for children starting in the September. For children starting in January applications need to be received before 15th September. For children starting in April application need to be received by 15th January. Any applications received after this date will be added onto the waiting list. We will try our best to offer the places preferred by parents / carers but this is not always possible. Parents / carers must only bring their child to their allocated sessions.

The table below will help to outline key dates for admissions.

If your child's 3rd birthday is;	They are eligible for a funded place from;	Applications close;	Places are offered to families no later than the end of;
1 April -31 August	September	1 st March	May
1 September- 31 December	January	15 th September	November
1 January – 31 March	April	15 th January	February

Children will only be allocated a minimum of 15 hours. We are unable to offer places less than 15 hours due to us only offering semi-flexible provision. We do expect children to attend regularly as this builds consistency and helps them settle into routines.

The school will endeavour to inform parents and guardians of the outcome of their application by letter/ email in the half term before the child is due to be admitted. The school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place they must confirm acceptance directly with the school by the date in their offer letter. By accepting the place parents/ carers agree to the transition period which will be set out in the first weeks of their child starting Nursery. To enable this Nursery is closed for home visits in the first week of September to all pupils regardless of start date.

Where the nursery is oversubscribed, it may offer a 2nd or 3rd choice of session or it will maintain a waiting list in criteria order.

ELIGIBILITY

Age of child: Children will be eligible for a nursery place, the term after their third birthday based on the table below:

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their third birthday until statutory school age
1 September and 31 December	1 January following their third birthday until statutory school age
1 January and 31 March	1 April following their third birthday until statutory school age

When allocating places then the following will be taken into consideration;

- **Special Educational Needs:** Children with a statement of special educational needs will be priority.
- **Looked After Child:** Children who are adopted, fostered or in care or children who a subject of a child protection plan.
- **Siblings:** Children with siblings attending Westroyd Primary School.
- **Location:** Children living closest to school.

Children who have not been offered a place initially will be put on a waiting list. If places become available during the academic year, the children on this waiting list (ie: age 3 years by 31 August) will be given priority.

Parents / Carers will be offered the following options;

15 hour Options

Option 1: - Beginning of the Week

Monday all day (9am-3pm), Tuesday all day (9am-3pm), Wednesday morning (9am-12pm)

Option 2: - End of the Week

Wednesday afternoon (12pm-3pm), Thursday all day (9am-3pm), Friday all day (9am-3pm)

NB: on the Wednesday half day your child will have lunch at Nursery.

30 hour Options

Option 3: - Full Week Monday – Friday 9am-3pm

Option 4: - Beginning of the Week Monday – Wednesday all day (8am-6pm)

Option 5: - End of the Week Wednesday -Friday all day (8am-6pm)

NB: For Option 4 and 5 your child would attend our school breakfast club and after school club outside of the Nursery 9am-3pm hours. With this option you can collect anytime between 3.30pm-6pm, however the full 30 hours would still be claimed.

If you are offered a 30 hour place it is the parent/ carers responsibility to re-confirm their eligibility and provide the school with the necessary information needed. (IE codes) Therefore, if a parent/ carer fails to reconfirm they may be charged for their child's session in line with the Schools Charing Policy.

CHANGE OF SESSION

If you would like to change the sessions that have been offered to you at any point, including after your child has started, the following procedure is followed.

1. Inform the school in writing what sessions you requested, detailing the change including any change in circumstance. IE Change of entitlement to funded hours.
2. You need to inform us by the following dates;
By 1st March for following September start
By 15th September for January (after Christmas Break)
By 15th January for April (after Easter Break)
3. If you inform school after these dates then school will aim to meet your needs, however this will depend on availability at the time.
4. Written confirmation of change of sessions will be sent including any change of charges.

ADDITIONAL SESSIONS

If you would like your child to attend an extra session outside of their funded hours on a regular or ad-hoc basis then you should contact the setting as soon as possible. A discussion between staff and the family will happen in the first instance to determine if the setting can accommodate the request ensuring that ratios are adhered to and ensuring the best interests of the child are taken into account. Where this is agreed families will be charged hourly following the school's charging policy.

EQUAL OPPORTUNITIES

At Westroyd Primary School and Nursery we aim to ensure all children have an equal opportunity to develop regardless of gender, ability, cultural or religious background.

If a child has a specific educational need the teacher will meet with parents / carers and any other agencies involved with the child to ensure his / her needs will be met in Nursery. Children who still have continence issues at nursery admissions age will not be refused entry to the school nursery.

RESPONSIBILITIES

It is the responsibility of the Headteacher to ensure the policy is being adopted by staff and regularly review policy and procedures with the support of the Governing body.

In extreme circumstances, sessions may be 'tailored to meet the needs of the child or family'. Each case is treated on an individual basis and will involve other agencies. In these instances, the individual case will be taken to the Governing Teaching and Learning and Pupil Support Sub Committee who will put forward their recommendation to the Full Governing Body.

A place at Westroyd Nursery does not guarantee a place at Westroyd Primary School. A separate application needs to be made for entry to reception class and this is managed through Leeds City Council admissions team.

Policy Date– May 2026

Policy Review – May 2027

Written By – G Hollingshead