



# Nursery Admissions Policy

## May 2026

FGB-03



| APPROVAL COMMITTEE   | DATE APPROVED | REVIEW DUE DATE |
|----------------------|---------------|-----------------|
| Full Governing Board | June 2025     | June 2026       |

## Contents

|  |   |
|--|---|
| Admission Rules .....                                    | 3 |
| Admission Provision .....                                | 4 |
| Process of admission for Chalfont St Giles Nursery ..... | 4 |

### **EQUALITY IMPACT STATEMENT**

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

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Whilst admission to Chalfont St Giles Nursery Class is broadly in accordance with the Buckinghamshire Admissions Policy for Community Primary Schools and the definitions therein, the Governing Board has discretion to decide its own admission policy rules separately from the Infant School (whose rules are governed by the local authority).

## Admission Rules

The following rules are applied in order of priority as listed:

- RULE 1:** Looked after and previously looked after children from the UK and overseas.
- RULE 2:** Children who have exceptional medical or social needs, which can only be met at our school, supported by written evidence from an appropriate professional person.
- RULE 3:** Children of staff where either:
1. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the nursery is made, and/or
  2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- RULE 4:** Children living within the catchment area of the school who are siblings of children attending Chalfont St Giles Village School who are expected still to be on the school roll at the time of the proposed admission, or who have already been offered a place in the current academic year at Chalfont St Giles Village School.
- RULE 5:** Children living within the catchment area of the school without siblings attending Chalfont St Giles Village School.
- RULE 6:** Siblings of children who are attending the school or a 'linked primary' school in Year R – Year 5 at the time allocations are made, and are expected to be on the school roll or linked school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school or a 'linked primary school'.
- RULE 7:** Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's Normal Home Address and the Nursery entrance gate offering the closest first. We use straight line distance.
- RULE 8:** Where a school can take some, but not all, of the children who qualify under one of these rules, distance will be used to prioritise which children should be offered places, defined as per Rule 7.
- RULE 9:** If it is still not possible to decide between two applicants who are equal distance then an independently scrutinised random allocation will be made to allocate the final place.

If a parent defers or removes their child from the list, a place will be offered to another child using the same rules as above. If places are still available after allocation to all children on the waiting list who will turn four in the next academic year, offers may be made to children who will turn three in the next academic year at the school's discretion. Children must be a minimum age 3 to attend the nursery.

The Governing Board grants the Headteacher the authority to waive admission rules for a pupil whose specific circumstances merit entry to the Nursery.



## Admission Provision

Chalfont St Giles Village Nursery has a Published Admission Number (PAN) of 30 children. The school reserves the right to amend this number.

Children are normally admitted according to one of the following:

- A **part-time** basis - 5 sessions per week under the universal hours allocation, 3 hours per session
- A **full-time** basis - 5 days per week, 6 hours per session.
- A **fixed-pattern** basis - 5 sessions under the universal hours allocation and any number of stated fixed additional sessions.
- A **varied-pattern basis** - 5 sessions per week with the option of additional sessions on an adhoc basis, depending on availability. Parents will need to contact the office to check availability and settle the charges in advance.

Parents or Carers would need to inform us of the days required in advance of the child starting Nursery.

It is expected that children will attend regularly. We reserve the right to withdraw a place if attendance is consistently low, other than for reasons of sickness.

The Governing Board grants the Headteacher the authority to adjust session arrangements for any child whose specific circumstances merit such a change and it is in the interests of the child to do so. Any change will be discussed beforehand with the child's Parents or Carers.

Admission to the Nursery class does not automatically give the right of admission to Chalfont St Giles Village School.

Parents or Carers must follow Buckinghamshire Council's admission procedure to apply for a place at the Infant School.

## Process of admission for Chalfont St Giles Nursery

An application for a Nursery place may be made at any time. This admission policy is issued when any application is made.

Parents or Carers will be informed of the availability of a Nursery place during the first half of the term before their child is due to start and replies will be required to be returned the following week.

Parents or Carers who have not returned an acceptance form by the deadline will be contacted by telephone. If no response is received the school may offer the place to another child.

Parents or Carers offered a place will be invited to an induction visit at the Nursery with their child. The Nursery staff will also make an appointment to visit the child and Parents or Carers at home. This visit must take place before the child can be admitted to the Nursery.