



Barley Fields Primary School

Nursery Admissions Policy

Date Issued:	October 2025
Prepared by:	Head Teacher
Review date:	November 2027
Date Originally Adopted by Governing Body:	November 2024

Barley Fields Primary School Nursery has capacity for 78 pupils accessing our provision in a range of options. Children aged three years old are entitled to 15 hours in our Nursery setting. At Barley Fields Primary School this is available in four options:

Option A - Daily morning session 8.40 am – 11.40 am

Option B - Daily afternoon session 12.15 pm – 3.15 pm

Option C - Monday, Tuesday (9.00 am - 3.00 pm) and Wednesday morning (8.40am -11-40am)

Option D - Wednesday afternoon (12.15 pm - 3.15 pm), Thursday, Friday (9.00 am - 3.00 pm)

Stage 1:

Parents expressing an interest in a place for their child in our Nursery will be provided with an 'Early Years Nursery Application and Admissions Arrangements – A guide for parents' and asked to complete the Application Form enclosed. This information will be retained on file and places will be offered in the Spring Term via a Microsoft Form. This link will be sent to parents via email.

At this point parents are asked to identify their preferred attendance option.

Stage 2

Places will be allocated to children and parents informed. If we are oversubscribed places are allocated in accordance with the criteria below:

1. Pupils who are in the care of the Local Authority – Looked After Children.
2. Pupils with complex needs who have an Education and Health Care Plan and have Barley Fields Primary identified as their 'named' mainstream school.
3. Pupils who have a brother or sister living at the same address and are still at the school when the pupil begins;
4. Pupils in order of completed application date.
5. Availability of places in N1 and N2 year groups.

Places will be allocated by the school based on preferences expressed on the Request for Nursery Sessions Form on a first come first served basis. Whilst we will endeavour to do our best to accommodate every parent's first preference choice, it may not always be possible to do this if demand is high.

Stage 3:

Parents will be contacted by email to confirm their place allocation.

Stage 4:

During the Summer Term the school will hold a 'Welcome to Nursery' meeting where parents can meet our Early Years Staff, look around school, plan for uniform ordering, access to extended school provision and complete essential school documentation.

We will also hold Nursery stay and play sessions for all children to attend.

Where children may already access childcare with a private provider the nursery staff will liaise with any outside providers to gather details of a child's attainment and support their transition into nursery.