Admissions Policy

Approved by:	**Full Governing Body**
Date:	**January 2026**
Next review due by:	**January 2029**

Policy for Admissions to St. Leonard's C.E. Primary School

As a voluntary-controlled Church school, maintained by the Local Authority, (Oxfordshire County Council,) our pupil admissions are decided by the Education Officer for Admissions at County Hall for all children of statutory school age. This includes those in the Reception class (i.e. children who will be aged five during the school year) through to Year Six (i.e, children who will be aged eleven during the school year – their last year at Primary School). We currently admit up to 45 children per year group, and the criteria by which children are admitted if we are over-subscribed can be found at https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies

For those pupils younger than this, who may want a place in our Nursery, see below.

Nursery Admissions

This section of our policy covers admissions to the Nursery class usually during the school "academic" year in which children have their fourth birthday. Please note that a place in this class **does not** automatically mean the allocation of a place in St Leonard's CE main school by the Education Officer.

Funding and Eligibility:

All children aged between 3 and 4 are entitled to 15 hours of funded Nursery provision (we offer this term time only). Children become eligible to receive their 15 hour funding in the term following their third birthday.

Families meeting certain eligibility criteria will be legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.childcare-support.tax.service.gov.uk/par/app/overview

The school does not allow parents to split their free (15 hour) universal entitlement or their extended entitlement (30 hours) with another provider.

During their time at St Leonard's some children may become ineligible for the extended 30 Hour entitlement. Where this happens there is a grace period set by the DfE during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours.

Parents need to provide school with their 30 hour code at least 4 weeks before their child is due to start Nursery. If parents do not provide a code in sufficient time, they will not be eligible for a 30 hour space

Parents need to apply for a 30 hour code **the term before** they want their child to start Nursery. 30 hour codes need to be renewed regularly online, this is the responsibility of parents/carers. Failure to do so may result in 30 hour funding being lost and parents becoming eligible for fees.

If a family is not eligible for 30 hour funding, there is an option to pay a weekly charge of £95 per week to top up to 30 hours. This is payable by the end of the first month of the half term before the intended sessions.

St Leonard's Offer

Available sessions	**Times**	**Cost**
15 hour funding (AM sessions)	8.30-11.30 Monday- Friday	Not Applicable
15 hour funding (PM sessions)	12.15-3.15 Monday- Friday	Not Applicable
30 hours eligible for funding with code (whole day sessions)	08.30-3.15 Monday- Thursday 8.30-11.30 Friday	Not Applicable
30 hours eligible for funding with code (whole day sessions) Additional 3hours and 45 minutes per week (Friday PM session).	08.30-3.15 Monday- Friday	£20 per week
30 hours not eligible for funding, parent paid top up (Whole day sessions)	08.30-3.15 Monday- Friday	£95 per week

The funded offer outlined above is fixed and cannot be negotiated. Adjustments cannot be made to accommodate individual preferences, needs, or working patterns.

Admission points across the year:

Admissions are three times a year, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.

The school has set a termly deadline for considering applications for admission in the following term:

➢ For September start- Autumn Term: Application needs to be received by 30th May

➢ For January start- Spring Term: Application needs to be received by 30th October

➢ For April start- Summer Term: Application needs to be received by 31st of February

When an application is submitted, a provisional offer letter will be sent from the school to the family. Then a confirmation letter offering a confirmed place will be sent the term before the child is due to start Nursery.

Preparation for starting in Nursery:

Once sessions have been confirmed we will book in a home visit and a tour and visit of the Nursery.

To ensure a positive beginning to Nursery we operate a staggered start for all of our children. We want all of the children to be successful with us and this may mean that we work up to them attending their full 15 hour or 30 hour provision.

If a child requires significant support, such as a 1:1 adult then the school will discuss with the parents and other external professionals a realistic start date so that appropriate training and provision is in place to support the child, along with any necessary risk assessments.

Attendance and loss of Nursery place:

Once children are settled in we expect that they attend all of their sessions (unless they are absent due to illness). Attendance in the Early Years is highly important as it builds good habits for when children start Reception (statutory school).

If a child is ill and unable to attend Nursery parents are required to contact the school office. Please note that refunds cannot be given for missed sessions.

If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual.

This conversation should be recorded and dated on CPOMs.

If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the EYFS leader and/or the Head Teacher. If following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. This will be monitored by the class teacher.

Parent/carers will be notified by the Head Teacher of the loss of a place for their child in writing.

If a child is absent for a period of four weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Head Teacher, and a letter explaining the situation will be sent to the parents/carers at the address registered with the school.

Allocating Places and Oversubscription:

When more applications are received than there are places available, the following criteria will be applied. These closely follow the County Council admissions criteria for entry to County primary schools. The school will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated;

1. Children with special educational needs, living within our catchment, with priority given to those who meet the County Council's criteria for statutory assessment of under-5s.
2. Children we Care For children within the catchment area.
3. Children living in the school's normal catchment area, (which may occasionally include part of another authority by official agreement or public notice), provided that in the case of numbers in this category exceeding the Admission Number for the school, priority shall be given firstly to those children who have brothers or sisters already at the school, and secondly to those children who live closest to St Leonard's CE school by the nearest walking route.
4. Children living outside the catchment area with priority given firstly to those with an elder brother or sister attending either our Reception class or the main school at the time. Preference will be given to those children whose brothers and sisters, already at the school, are closest to them in age.

Please Note

1. Home address

All places at non-aided schools will be allocated on the basis of parents' permanent home address or parents' temporary home address if there is no permanent home address. The home address is that which applies at the time of application. Where children spend time with parents at more than one address, the address used for this purpose will be the one at which the pupil is ordinarily resident during the majority of term-time weekdays. Changes of address occurring shortly after application can normally be taken into account if notified in writing and confirmed in the form of documentary evidence. Places cannot be allocated on the basis of intended future changes of address.

2. Stepsiblings

Stepbrothers and sisters will be considered alongside birth brothers and sisters, as long as the permanent home address is the same in both cases.

3. In the unlikely event of a disagreement over areas between neighbouring foundation stage and primary schools, the matter will normally be resolved through discussions involving the County Council Officer for Admissions. If such discussions fail to produce a solution, the matter may be referred to the Early Years Development and Childcare Partnership (EYCDP). The EYCDP will consider all relevant factors and decide accordingly.

4. The minimum entitlement for a child to Nursery education is 15 hours per week, from the term after his/her third birthday. In the Nursery Class, this is organised as 5 morning or afternoon sessions of 3 hours each. At St Leonard's CE, the Reception children will normally all be full time after the first full week of term at the beginning of September.

(NB St. Leonard's CE is currently able to offer "wrap-around" provision for children in the Nursery. It is possible to accommodate pupils from 7:30am to 5.50pm including the lunch hour, although there is a charge for wrap around care.

5. Any complaint about the implementation of this admissions policy, for example in the case of a particular child who has been refused admission, should be dealt with through the school's formal Complaints Procedure in the first instance.

6. Parents of children who are refused admission to our school have the right to make representations to the Head Teacher and, if necessary, to pursue a formal appeal with Governors and/or the Local Authority.

Please note: By accepting a place at our school, parents are agreeing to abide by the rules and policies that have been agreed by OCC or the Governors for our whole school, including our policy regarding taking holidays during term-time.