



Early Years Admissions Policy

For 2026-2027 Academic Year

Our Vision

Our school, together with family, church and community, offers a stable rock for learning, resilience and aspiration as we travel through life.

We commit to create a dynamic environment, with Christian values at the heart, where the unique nature of each individual is respected and nurtured to enable life in all its fullness.

Ratified by Governors:	September 2025	
Review Date:	July 2026	
Link Policies		

The following Appendices are attached:

Appendix E: School Catchment map

Appendix D: Ecclesiastical Boundary – Parish Boundary map

Introduction

At St. Helen's CE Primary School, we are proud to be a Church of England academy that serves the community by providing a happy, secure and caring Christian environment where every child is valued and respected. We believe that all people are created in the image of God and that each individual is unique. We celebrate this uniqueness and recognise the diversity and range of contributions that every child can make.

Our Christian vision is to nurture the spiritual, emotional, physical, mental and social development of the whole child. Rooted in Christian values, this includes supporting children in their growth of knowledge and understanding of themselves, of others, and of the world in which we live. We seek to foster self-esteem, resilience and a sense of responsibility towards others and creation.

In all that we do, we aim to provide a high-quality education within a creative, stimulating and supportive environment. By equipping children with the skills they need for life, we seek to enable them to flourish and experience "life in all its fullness" (John 10:10).

The Governing Body/Trust is responsible for admissions to the school's Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

The school has a 24 place nursery which runs in the morning only. Each session runs for 3 hours from 8.45 am to 11.45 am daily for a total of 15 hours per week. A maximum of 24 universal places will be offered.

Making an application

Applications for admission to the Nursery should be made by the parent/guardian directly to the School on the application form attached at Appendix E. The application form can also be obtained from the school office.

PART-TIME ADMISSION DATES

A child can be admitted to early year's provision the term after their 3rd birthday.

The part-time admission dates are:

Born Between	Month of Part-time Admission	Term of Part-time Admission
1 st April – 31 st Aug	September	Autumn
1 st Sept – 31 st Dec	January	Spring
1 st Jan – 31 st Mar	After Easter	Summer

April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

PART-TIME OVERSUBSCRIPTION CRITERIA

If the number of applications received for a universal nursery place does not exceed the number of places available then all children will be admitted on a part-time basis.

Where there are more applications than places available children will be admitted in the following order:

1. Children who are 'Looked After' by the Local Authority in accordance with Section 22 of the Children Act 1989 (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were 'looked after' but have been adopted or have become subject to residency or child arrangement order or special guardianship order. at the time of admission.

2. A child who, or whose parents/guardians, resides within the parish of Hemsworth, or whose parents/guardians are on the electoral roll of that church, and who are:

a) **'At the heart of the church'**

A regular worshipper. A person who worships at least twice per month **for a period of 12 months prior to the closing date for application**. The worshipper could be one or both parents or the child.

b) **'Attached to the church'**

A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

3. A child whose parents have moved to become resident in the parish of Hemsworth having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that parish

4. A child whose parents/guardians live within the parish of Hemsworth who are members of another Christian Church recognised by Churches Together in Britain and Ireland whose Church is within the parish, who are (i) 'At the heart of the church' or (ii) attached to the church. See definitions above.

Where the child or parents/guardians have recently moved into the parish, evidence of attendance in the previous church will be required and taken into consideration. A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is attached to this policy. The form should be completed and signed by the parent/guardian and Minister of the Church or, during a vacancy, by the Church Warden and returned to the school by the date stated on the form. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

5. Children who live in the School's catchment area, who have siblings (including a half-, step- or adoptive brother or sister) attending the Academy at the time of admission.

6. Other children residing in the School's catchment area

7. Children who live outside the School's catchment area, who have siblings (including a half-, step- or adoptive brother or sister) attending the Academy at the time of admission.

8. Other children who live outside the School's catchment area.

NOTES

1 A map showing the ecclesiastical parish boundary(ies) is available at the school.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

A map showing the admissions priority area for admissions is available at the school.

ALLOCATING PLACES

Parents/carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the school's nursery waiting list and the parent/carer will be requested to complete an application form, which includes collecting information regarding attendance patterns.

Places will be allocated in accordance with the above admissions criteria.

A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended.

The school will allocate universal places on the following dates for the following academic year:

Term child will take up Early Years Provision	Week commencing date places will be allocated
Autumn	1 st June
Spring	1 st November
Summer	1 st February

DEFERRING A FULL-TIME SCHOOL PLACE

The statutory School Admissions Code of Practice allows parents to defer their child's offer of a full-time place until they reach statutory school age. For advice on this please refer to the full-time Admissions Policy or contact the School Admissions Team.

If a parent wishes to defer their offer of a full-time place at their allocated school and they wish their child to continue attending nursery provision on a universal basis or extended where they are eligible then the below must be followed:

1. Parents must formally put in writing to the local authority's School Admissions Team and the school that they wish to defer the offer of a full-time place.
2. The School Admissions Team will contact the school where a full-time place has been offered.
3. The School Admissions Team will write to the parent to confirm the deferral of a place explaining that they will have to make alternative arrangement with either their existing or an alternative nursery provider.
4. The Early Years Team can provide support and advice in securing a part-time nursery place.

If a parent contacts a school direct then the school should inform the School Admissions Team as outlined above.

Any applications received after the specified dates will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer of a part-time place can be removed.

The school will record evidence to verify a child's date of birth, identity and the parent's eligibility for extended hours as appropriate.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a part-time place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school/academy will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

If a child is refused a part-time early years place then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school.

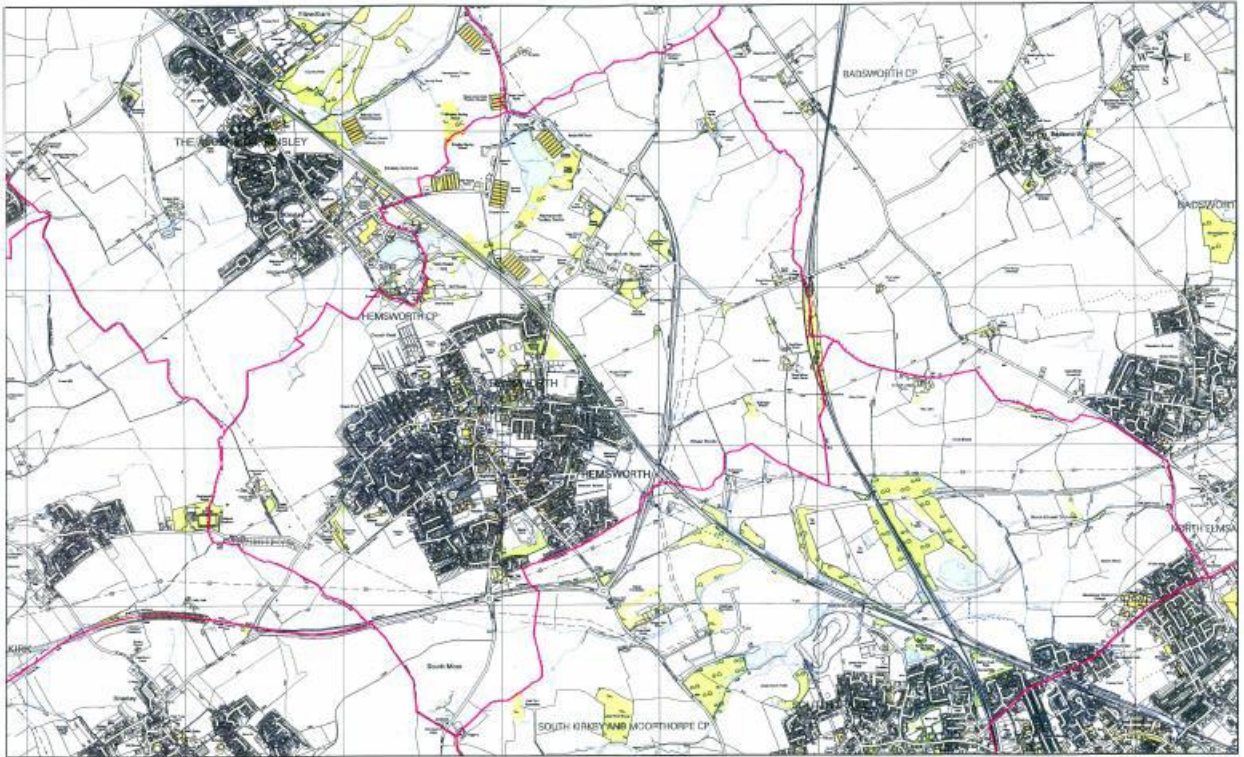
School Catchment Area Map

St Helen's CE Primary School - Catchment Boundary Overview



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Parish Boundary Map



Title: Hemsworth Parish Boundary

Date: 15/02/2007
Scale: 1:28000

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