



Nursery Admissions Policy

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
May 2025	Kate Allen (EYFS lead)	Removal of Early Opening section	19.5.25	
May 2026	Kate Allen	Small amendments to reflect 4 models	19.5.26	

Nursery Admissions Policy

This is an inclusive school, which welcomes children of all backgrounds and abilities.

To access a nursery place, parents/carers must fill in a Nursery Application Form. Forms are available online – please contact the main school office for the link. Alternatively, the link can be found on the school website. Applications can be completed any time after a child's first birthday. Forms are kept on file and parents are contacted prior to a child's starting date. Parental preferences stated on the form may be amended at any time.

Children are admitted at the beginning of the term after their third birthday, (September, January, April) subject to the availability of places.

All children are entitled to receive at least 15 hours Nursery provision per week. Some parents may be entitled to 30 hours Nursery provision. Parents who are not entitled to more than 15 hours may book additional chargeable sessions to top up the Nursery provision. Parents can select between four models of provision.

	OPTIONS
1	Morning Nursery – Every morning from 8:45am to 11:45am
2	Afternoon Nursery – Every afternoon from 12.15pm to 3.15pm
3	Additional top up sessions – bookable in advance (Wednesday afternoon latest for the following week). These are charged at £15 for a 3 hour session plus £2.50 for the lunchtime period and are allocated only if spaces are available which are not already taken by those entitled to 30 hours' provision.
4	30 Hours Full Time – Monday – Thursday from 8:45am to 3.15pm Friday 8.45am – 12.45pm with the option to pay £12.50 for additional 2.5 hours per week.

Places are allocated in line with the nursery admission criteria as follows:

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children with an Educational Health Care Plan.
3. Children who live within the Redwood catchment area (see appendix A) and are due to start school within a year.

4. Children who live within the Redwood catchment area (see appendix A).
5. Children with an older sibling who will be in Redwood Nursery or Primary School at the admission date. Sibling is defined as a brother/sister, half brother/sister or step brother/sister living at the same address as the older sibling.
6. All other children.

Where a decision needs to be made between applications within any category, this will be done according to the following criteria:

- a) The age of the child (four year olds will be taken before three year olds).
- b) The proximity of the home to the school, based on a straight line measurement from the main school gate to the front door of the child's house, as measured on an ordnance survey map.
- c) The date the application for a nursery place was received.

Parents are asked to preference the models of provision on their application form. Where requests for the full day provision (model 4) are oversubscribed, places will be allocated first to parents/carers who demonstrate that they fulfil the criteria below.

Please note, where it is felt that attending nursery for a whole day is not appropriate for the needs of a child, the school will request that parents/carers choose model 1 or 2.

30 Hours Full Time Entitlement

Model 4 is only available to working parents/carers who meet the government criteria for the 30 hour free childcare. Applications need to be made through <https://childcare-support.tax.service.gov.uk/par/app/applynow> It is possible to split the 30 hour entitlement with another provider.

Every effort will be made to meet parental preference for one of the 4 models. If a child's preferred model is full they will be offered a place in one of the alternative models. If parents/carers wish to change the model their child receives, they can request to do so and their child's name will be put on a waiting list.

The number of applications will affect when a child is offered a place and it may be that some children do not get offered a place in the term in which they are first eligible.

The school reserves the right to withdraw a nursery place, where a child does not attend, or where attendance is infrequent. Parents/carers will be invited to a meeting where attendance is a concern and will receive a letter informing them that their child's place will be withdrawn unless attendance improves within the given time limit.

Children who attend the nursery do not have an automatic place in Redwood Primary School. Parents/carers must apply for a school place through Derby City Central Admissions.

Appendix A

Redwood Catchment Area

Arleston Lane	Islay Road	Rimsdale Close
Arran Close	Killingworth Avenue	Rona Close
Athol Close	Larkhill Crescent	Rothsay Close
Briar Lea Close	Links Close	Ryan Close
Carron Close	Lynwood Road	Sinfin Lane (part)
Cromarty Close	Maree Close	Sinclair Close
Dee Close	Mead Close	Stroma Close
Dunoon Close	Montrose Close	The Chase
Grampian Way (part)	Moorside Crescent	Tiree Close
Haines Close	Myers Close	Torridon Close
Hamblin Crescent	Oban Close	Waltham Avenue
Heath Close	Redland Close	
Iona Close	Redwood Road	