Orchard Nursery Admissions Policy 2026-27

The Coombes Church of England Primary School

KEYS Academy Trust

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Review

The Orchard Nursery admissions arrangements are reviewed annually and are subject to the relevant statutory requirements, Department for Education guidance and the requirements of the local authority's early years funding agreement.

Please note:

1. *There are separate admissions policies for the Orchard Nursery and for The Coombes C.E.Primary school.*
2. *Separate applications are required for the Orchard Nursery and for The Coombes C.E. Primary School*
3. *A successful application for the Orchard Nursery does NOT guarantee a successful application to The Coombes C.E. Primary School*
4. *Offers of a place in the Orchard Nursery will be sent*

APPLICATION FORM

Application must be made by completing the appropriate registration form obtained from the school office or downloaded from the school's website.

Coombes Primary School - The Orchard Nursery

SESSION RATES

Morning Session **8.35 am – 11.30 am**	**£28**
Lunch Club 11:30-12:30pm **(optional for half-day sessions/ chargeable for full day session)**	**£6.50**
Afternoon **12.30 pm – 3.20 pm**	**£28**
** Session rates are reviewed annually* ***The school reserves the right to change rates / charges with 1 term notice.*	

ADMISSION INFORMATION

1. Children will normally be admitted to the Nursery at the beginning of the term after they turn three years old.

If the child is born between:	They are eligible for a nursery place in the term following their 3rd birthday:
1 September – 31 December	Spring Term
1 January – 31 March	Summer Term
1 April – 31 August	Autumn Term

2. The Orchard Nursery offers 26 places per session.

Children will be able to attend for a maximum free entitlement of 15 hours per week or 30 hours per week, depending on the parents' circumstances.
For 15 to 30 hours free childcare per week proof of entitlement will be required before attendance at Nursery can begin, and at the start of each subsequent term if attendance is to continue. Children attending for 15 hours per week will normally attend five morning sessions or five afternoon sessions. Session times are:

Morning: 8.35 am – 11.30 am

Afternoon: 12.30 pm – 3.20 pm

The Nursery session times and charges may be adjusted; a minimum of one term's notice in

writing will normally be given.

3. The nursery's 30-hour offer is delivered across the morning and afternoon sessions. Where a child attends both sessions, parents/carers will need to make arrangements for the child during the lunchtime period. The school offers a chargeable lunchtime provision for families who wish to use it. If school dinners are required, these can be pre-paid for an additional cost through the school online payment system.

4. Children are expected to attend regularly in accordance with the sessions agreed with the nursery. Where attendance is persistently poor or a child is absent for an extended period, the nursery will contact the parent/carer to understand the circumstances and agree appropriate action. Where there is persistent unexplained absence, the school may consider withdrawing the place following discussion with the parent/carer and, where appropriate, the local authority.

ADMISSION PROCEDURE

Completed Orchard Nursery applications (via application form) must be made via the school office. These dates are the school's published application deadlines for the initial allocation of places. Applications received after the relevant deadline will be considered as late applications and allocated according to the published oversubscription criteria, subject to availability.

30 January 2026 for admission in September 2026

31 May 2026 for admission in January 2027

31 October 2026 for admission in April 2027

30 January 2027 for admission in September 2027

31 May 2027 for admission in January 2028

**Applications received outside of these timeframes will be considered subject to availability of places.*

In event of over-subscription, the following will apply:

The Governors' Admissions Panel will meet to consider the information on each application form before ranking the waiting list according to the admissions criteria.

Applications for 15 hours per week, those for 30 hours per week, and those for fewer hours

per week will be treated equally.

NOTE

Distances will be measured using a computerised mapping system. The distance is measured as a straight line between the respective home address and the Nursery entrance at the time of the application. Where two or more children meet the same oversubscription criterion and live at the same distance from the school, places will be allocated by random allocation conducted independently and witnessed by an appropriate member of the school/trust leadership team.

All offers of places will be made in writing

All offers of places must be accepted within 14 days of the offer being made.

A parent who refuses a place must re-apply if their child is to be considered for a place in future.

Applications at other times of the year, late applications or transfers from other nurseries will be considered by the Governors and a place offered if a vacancy exists.

A waiting list will be kept by the nursery for unsuccessful applicants. Places will be offered from the waiting list, if a vacancy occurs, in category and distance order (see 'Admissions Criteria').

There is no statutory right of appeal against the refusal of a nursery place. Parents may, however, request that the decision is reviewed by the Governors' Admissions Committee. Any request for review should be made in writing within 14 days of the refusal being issued.

If there are spaces in the Nursery and no applications on the waiting list parents may be offered the opportunity to buy additional hours of attendance at the then current rate

EQUAL OPPORTUNITY

The Orchard Nursery is an equal opportunities establishment and all applications will be given equal consideration in line with this admissions policy**.**

Following the allocation of a place parents will be asked to provide the child's birth certificate or another acceptable form of identity such as a passport.

The right is also reserved to verify any of the information, including home address, given on the application form.

ADMISSIONS CRITERIA

When completing the Nursery Application Form, parents should decide under which of the following categories they wish to apply.

In the event of there being a greater demand for admission than there are places available, the following over subscription criteria will be applied in the order set out below.

Children with an Education, Health and Care Plan (EHCP) will be admitted where The Coombes has

been named as the appropriate educational setting in the EHCP and the admission is consistent with the terms of the plan. (see Note 2)

Category 1:

Children who are looked after by a local authority, children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, and children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted. (see Note 3).

Category 2:

Children with a normal home address (See Note 6) in the catchment area shown on the map in the Appendix and with a sibling (see Note 5) on the roll of The Coombes CE Primary School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

Category 3:

Children whose permanent home address is in the designated catchment area for the school as shown on the map in the Appendix (see Note 6).

Category 4:

Any other children whose parent wishes them to attend The Coombes Nursery.

Appendix

The designated area of The Coombes CE Primary School



1. Shared designated area between Lambs Lane Primary and Shinfield Infant School.

2. Shared designated area between Farley Hill and The Coombes CE Primary.

3. Farley Hill Primary School designated area and determined area of 2nd priority for The Coombes CE Primary School.

Terms used are as defined below:

Note 1: "Parent" is defined in law (The Education Act 1996) as either:

a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2: Children with EHCP

Following professional assessment an EHCP is a legal document, provided by a child or young person's Local Authority, which describes a child or young person's special educational needs, the support they need, and the outcomes they would like to achieve.

Note 3: Looked After Children

"A Looked after child" means a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14).
A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 4: Siblings

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 5: Home address

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. We may ask for evidence of the normal home address. Where a child lives at more than one address, the address at which the child spends the majority of school nights during the relevant period will normally be regarded as the child's normal home address. Where this cannot be established, the school will determine the appropriate address based on the evidence available.