Nursery Admissions Policy

Cranmore Infant School

Approved by:	Full Board Governing Body	**Date:**	September 2025
Last reviewed on:	8th October 2024		
Next review due by:	October 2026		

Admission to nursery at Cranmore Infant School

Children are admitted to Nursery in the Autumn term following their 3rd birthday. The school reserves the right to cap numbers with due regard to staffing ratios.

We try our best to meet parents' request, however sometimes there may be more applications for a particular intake than there are places. If this happens we will use the oversubscription criteria to decide who is offered a place.

Oversubscription criteria

Priority 1	Looked after children or children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
Priority 2	Children who will have an older brother or sister attending the school at the same time (See notes for definition of a sibling).
Priority 3	Children living in the catchment area of the school (catchment areas can be seen on the council's online maps link).
Priority 4	Children who have attended Cranmore Little Acorns Pre-School.
Priority 5	Children living outside the catchment area based on their distance from home to school measured using the council's online maps.

How to apply

Application forms are available directly from the school office or as a word document in the 'Admissions page' of our website: www.cranmore.solihull.sch.uk. For applications received after the closing date, outcomes will be given following decisions from initial offers.

Closing date	Offer date	Start date
5 January 2026	Mid-February 2026	September 2026

Outcome

Parents will be notified of the outcome of their application 4 weeks after the closing date by email. If they do not have access to this facility, then it will be by letter.

Accepting your place

Parents will have to accept the place within 2 weeks of the offer. Places that have not been accepted will be offered to the next child on the list.

Attendance

Although we recognise that nursery children are not statutory school age, we have adopted the same policy and expectations regarding attendance (please refer to the school Attendance Policy for further information).

Attendance of nursery children is regularly monitored and we expect all children to achieve attendance that is at least 96.5%. When children are persistently absent parents will be informed and given the opportunity to meet with the Headteacher (and EWO as appropriate) and offered strategies to support an improvement. However, if no marked improvements are made and there are no exceptional circumstances or specific medical reasons, the school reserves the right to withdraw the nursery place.

Appendix

Notes

1. Attendance at the nursery will not guarantee admission to our reception class or give any advantage to your child's application for reception. Parents must apply for a reception place through their home local authority.

2. Children with an education, health and care plan that names the nursery will be offered a place. This may reduce the number of places available to other applicants.

3. Definition of a sibling:
   A brother or sister must live at the same address and could be:

   - A brother or sister sharing the same parents;
   - a half-brother or half-sister, where two children share one parent;
   - a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
   - the separate children of couples who live together; or
   - an adopted or fostered brother or sister.

4. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses we will use the address of the parent who is in receipt of Child Benefit.

5. If we cannot distinguish between two applicants because the criterion and distance is the same, for example, children in the same block of flats then the child or children who will be offered will be randomly selected by drawing lots.

6. Unsuccessful applicants will be placed on a waiting list in priority order according to the oversubscription criteria. If a place becomes available, the child at the top of the list will be offered the place.

7. There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the school's complaints procedure.