



The Winchcombe School



NURSERY ADMISSIONS ARRANGEMENTS 2025-26

Source: West Berkshire Council model policy

The Governing Body have been delegated by West Berkshire Council to apply the policy.

- Subject to availability of places, children will be offered a free 15 hour place the term after they become three years old.
- A place in the nursery does not guarantee the child a place in reception – The local authority allocates places according to their admission arrangements and co-ordinated scheme (See below)
- Places will not be refused on grounds of information from other sources
- Places will not be refused due to perceived special educational needs
- Places will not be refused on grounds of previous difficult or challenging behaviour
- No priority will be given to children of school staff or governors

APPLICATION AND REGISTRATION OF INTEREST

- Parents can register an interest in a place at The Winchcombe School nursery from the age of 2.
- A place can only be allocated through the completion of a school registration form at the appropriate time.
- No child will be guaranteed a place at The Winchcombe School nursery
- Available part time places – 52 (26 morning – 08:35 to 11:45 plus 26 afternoon – 11:45 to 15:00)

APPLICATION FORMS

- Forms will be available from the main school office. (see appendix A) and from the school website.
- No admission will be considered without completion of the school's admission form.
- Admission forms will request the following:
 1. Name of child
 2. DoB
 3. Gender
 4. Home address
 5. Birth certificate / passport check
 6. Declaration from parent/carer to determine if child is/would be attending another setting
 7. Ethnicity (non- compulsory request)
 8. Parent / carer details
 9. Telephone / Email contacts
 10. Session preference (a.m./p.m./flexible offer/no preference – where available) (N.B. the free entitlement will be allocated in order using the oversubscription criteria shown below)
 11. 30 hours entitlement
 12. Signature and date

ALLOCATION PROCESS

- Offered places must be accepted within 2 weeks or the place will be withdrawn and re-allocated
- Places will be available until the parent withdraws the child or he or she reaches compulsory school age
- There will be no right to an appeal but parents should be given the opportunity to receive an explanation from the Headteacher in writing and personally if requested
- The LA will normally only consider cases where parents feel that this policy has not been applied correctly

- Applications will not be considered on the length of time on a waiting list or by date of application

Term to commence Nursery Education	Application Deadline Date	School to notify parents by
Autumn	28 th February	1 st April
Spring	30 th June	1 st September
Summer	30 th November	1 st January

LATE APPLICATIONS

- Late applications will be accepted provided they are received before allocation procedures begin
- All other late applications will be placed on the waiting list and if necessary, considered in the following term's allocation process

ALLOCATION OF SESSIONS

- The core entitlement is a maximum 15 hours per week (5 x 3 hour morning or afternoon sessions). No fees or charges will apply for this core entitlement.
- Parents are expected to take up the maximum number of sessions offered. A minimum of 3 x 3 hours sessions is acceptable, preferably on consecutive days.
- Allocation is limited to available session places.
- Applications will not be considered on the length of time on a waiting list or by date of application.
- Where possible, sessions will be allocated according to parents' preference. Afternoon-only sessions are not recommended.
- The opportunity to take two sessions on the same day is available, dependent on availability.
- **The opportunity to pay for additional sessions over and above the core entitlement is available, dependent upon availability. For the 2025-26 year, the cost per hour will be £6.00. Contact the school office to discuss this further.**
- **30 hour extended Free Childcare places are available dependent upon availability and the parents having a valid 30 hour code. Contact the school office to discuss this further.**
- If the parent has not been allocated the session of their choice, they may make a request to go on a waiting list for that session time.
- Parents will not be able to defer taking up a place to a following term; if the offered place is not taken up the application must be considered afresh, with the child remaining on the waiting list.
- A pupil's final term will be the term in which he or she will attain the age of 5 unless offered and accepted a school reception place within the Local Authorities admission arrangements and co-ordinated scheme
- No fees or charges will apply at any time for the core entitlement.
- Full-time sessions only offered exceptionally on social grounds with independent professional supporting evidence, e.g. health visitor or pre-school teacher counsellor and subject to available funding.
- The maximum free entitlement is available to all parents.
- It is the responsibility of the school/nursery to find out if the child is being funded in the private or voluntary sector e.g. day nursery, pre-school or accredited childminder, or within another county.

OVERSUBSCRIPTION CRITERIA

- Priority will be given to children with Statements of Special Educational Needs and Looked After Children (regardless of age) before allocation of further places

Thereafter, applications will be considered against the following criteria:

Age	Oversubscription Criteria	Tie Breaker
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5	A - All pre compulsory school age 5 year old children	Within any of the over-subscription criteria, priority will be given to the oldest applicant (i.e. by date of birth); if necessary thereafter to whose permanent home address is nearest to the preferred nursery. Distances will be measured using the West Berkshire Geographical Information System available through the home page (www.westberks.gov.uk) taking a straight line from the home address and the nursery and not taking travelling distances.
	B - Children with exceptional social/medical grounds*	
4	C - Siblings already in the Nursery or Nursery Class	
	D - Children living within Catchment Area of an attached Infant/Primary school. Where necessary, priority will be given to siblings in catchment.	
	E - All other applicants	
3	F - Children with exceptional social/medical grounds	
	G - Siblings already in the Nursery or Nursery Class	
	H - Children living within Catchment Area of The Winchcombe School. Where necessary, priority will be given to siblings in catchment.	
	I - All other Applicants	

*Exceptional Social/Medical Grounds – should be supported by professionals, e.g. Health Visitor or Pre-School Teacher Counsellor

WAITING LISTS

- Waiting lists will be established for those who have not been offered places and prioritised in the same order as the oversubscription criteria. Waiting lists will be amended with in term and non-compulsory school age applications; including 5 year olds of non-compulsory school age with the above criteria applying similarly
- Places will be allocated as they become available within the term

ABSENCE

- Any child with un-authorized absence for a period of 15 consecutive school days may have their place withdrawn
- Any child with a withdrawn place must make a fresh application for a place and, if necessary, be considered in the following term's allocation process

MEALS PROVISION

- Eligible children receiving the free entitlement before and after a lunch period will be eligible for a Free School Meal
- Eligibility will be assessed similarly as for Free School Meals in a school (School office has a form to complete if you think you might qualify)

TRANSPORT PROVISION

- Free home to school transport is not normally available for pre-compulsory aged children
- Refused applications have the right of appeal
- Fare-paying seats may be available on transport contracted by the LA. A graded fare-paying system exists based on radial distances and discounts are available for additional siblings

NOTES REGARDING ADMISSIONS TO SCHOOLS

- There is no automatic transfer from a nursery class to a school
- A place at a nursery will provide no advantage when seeking a school place
- Applications for school places must be made on the LA Primary School Admission Form – hardcopy or on-line. Go to www.westberks.gov.uk

TERM TO COMMENCE SCHOOL EDUCATION	APPLICATION DEADLINE DATE	OFFERS MADE TO PARENTS DURING
Autumn 26 (SEPT)	15 January 2026	April 2026

- All school places will be allocated in accordance with the Primary Co-ordinated Admissions scheme



NOTIFICATION OF INTEREST



The Winchcombe School
 Maple Crescent
 Newbury RG14 1LN
 01635 232780

Email: office@winchcombe.w-berks.sch.uk

Child's Surname						
Child's LEGAL Surname						
<small>'Legal' means as it appears on birth certificate. If surname has been changed, evidence must be shown (deed poll, solicitor's letter, letter of agreement signed by both natural parents)</small>						
Child's Forename(s)						
Date of Birth <small>Birth Certificate seen Yes / No</small>		Gender: M / F		Ethnicity & 1st Language		
Address						
Parent/Carer 1's full name						
Address (If different from above)						
Contact:		Mobile:		Work:		
		Email:				
Parent/Carer 2' s full name						
Address (If different from above)						
Contact:		Mobile:		Work:		
		Email:				
Previous or present School / Pre-School / Playgroup:						
Will you claim 30 hours extended entitlement and use it here?						
YES / NO						
Other Early Years setting where 15 or 30 hours entitlement will be shared with Winchcombe:						
Preferred start term/date: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>						
Tick other combination of days or extra sessions:		Monday	Tuesday	Wednesday	Thursday	Friday
	am					
	pm					

Information contained in this form is personal data that will be held in a computer and is therefore subject to the Data Protection Act 1984