NURSERY ADMISSIONS POLICY Pear Tree Mead Academy Part of the Passmores Co-operative Learning Community

2026-2027

Pear Tree Mead Academy Nursery Admissions Policy -The Trustees of the Passmores Cooperative Learning Community (PCLC) are the admissions authority for all PCLC schools.

PCLC Position Statement

All PCLC schools have an approach that is based on the following key principles:

- Our unconditional positive regard ensures that every young person is highly valued and expected to achieve their potential;
- every young person has the right to be successful and has ability to achieve, no matter what their socio-economic background;
- there is no limit to achievement – intelligence can be developed;
- each student must know what to do in order to improve and how to do it, high expectations
- on their own are not enough;
- consistency of experience is fundamental; each school is a team and consistency makes us
- greater than the sum of our parts;
- employment opportunities in PCLC schools should allow all colleagues to inspire a love for learning; not simply process and record what we find.

By ensuring all of actions and decisions adhere to these principles our community members:

- are highly valued and expected to achieve their full potential, no matter what their socio-economic background;
- benefit from an inclusive ethos, excellent teaching and a broad and balanced curriculum underpinned by strong leadership, in a local school;
- are supported and encouraged to lead healthy and active lives making sensible choices, whilst respecting the views and attitudes of others.

Background

52 part-time places are available of which 26 are morning places and 26 are afternoon places. Morning sessions are mainly given to the older children (usually children that will be school starters in the following September) this leaves the majority of the afternoon session as young or new starters. These places are all filled with children that are all entitled to the Government 15 hour 3-4 childcare scheme.

26 full time places are available for the governments initiative of 30 hour funded childcare for parents meeting specific criteria. These children will attend from 9-3, Monday to Friday (with the parent providing a packed lunch). The age range in this section is mixed of the youngest to eldest children.

Principles

1 We aim for children to attend for at least three terms on a part-time or full-time basis prior to transfer to a Reception class (dependant on time of application).

2 Children will normally be admitted a term after their third birthday, once the home visit has taken place. The majority will be done at the beginning of every new term.

3 Children can attend either 5 morning or 5 afternoon sessions each week. These are decided by the Head teacher. Children attending for 30 hours will take their hours 9-3 daily.

4 There may be a mixture of three and four year olds in both the morning and afternoon and 30 hour sessions (unless there are any other educational needs).

5 The morning and afternoon session will be of the same duration 3 hours per session. The full time class will be 9-3 daily, with a lunch break. Lunch should be provided by the parent.

6 In exceptional circumstances only and in agreement with the Headteacher - On entry into the nursery, flexibility in nursery hours can be considered. If staff consider it is developmentally appropriate for the child to attend fewer than five sessions due to physical, social, emotional needs, the parent will be informed.

7 Entry into either of the nursery settings does not guarantee entry into the main board of the school. All children will have to apply separately for the Reception setting.

8 Children are admitted to the nursery class using the following criteria, unless the following conditions apply:

- Looked after children will be given first priority ahead of all other applications.
- Exceptional medical circumstances (supported with evidence) • Children with an Education, Health and Care Plan.

Children who are eligible for 3-4 year old 15 hour funding:

1. Siblings of other children attending Pear Tree Mead at the time of starting Nursery. In age order (eldest first)
2. Children who live within the priority admission area of the school.
3. Other children living outside the priority admissions area in distance first and age order (eldest first)
4. Children who have attended our Pre- School

Children who are eligible for 3-4 year old 30 hour funding will be allocated in the following order. Children who meet the same amount of criteria, will be offered a place then based on age (eldest taking priority) and closest distance lived from the school will be factored to make an offer:

1. The parent already has a code and is in/or has secured employment the term before the place is being offered to start. They are transferring from the 15-hour room
2. The parent already has a code and is in /or has secured employment the term before the place is being offered to start and the child is a sibling
3. The parent already has a code and is in/or has secured employment the term before the place is being offered to start and the child attended the pre school 4. The parent already has a code and is in/or has secured employment the term before the place is being offered to start and live within the catchment zone 5. All other children whom the parent already has a code and is in/or has secured employment the term before the place is being offered to start.

If the criteria above is not met the child will be placed on a 30 hour waiting list until a criteria is met .

Spaces can be held for children who are not yet old enough, but who meet the first criteria after the statutory admissions. Other spaces can be held by the Headteacher under exceptional circumstances.

Procedures

1 Parents may indicate an interest in a nursery place by completing and returning an application form to the school. Application forms are available through the school office.

2 Parents will receive verbal confirmation or a letter confirming their application has been received and they have been placed on the waiting list.

3 Parents will be notified by writing in the term prior to their child being admitted to a nursery class confirming the offer of a place.

4 The school will request that acceptance of the offer of a place be confirmed as soon as possible but definitely within two weeks of receipt. The school will follow-up on no responses during the second week. Failure to respond will result in the place being withdrawn.

5 Parents will be contacted to arrange a compulsory home visit before the child can start. If a home visit was undertaken in the previous setting within the school, then there may not be another required. If the school or parent request a further home visit for a new setting then this will be undertaken. This may be due to a change in environment or circumstances.

6 All parents will have to complete a termly declaration form stating the hours they will be attending before they start. This will have to be done before the start of every new school term. Notice will be given by the school. Children may not start until this form is received by the school. For 30 hour provision, this will include supplying the school with the 30 hour eligibility code termly in advance of the term starting, to confirm the child's full time place for the following term ahead. If your eligibility for 30 hour funding ceases throughout the year, we will endeavour to accommodate your child in our 15 hour setting, depending on space. A limited number of spaces will be held to accommodate such movement but once full we may not be able to continue to offer nursery education.

7. All parents will have to show the child's birth certificate and the birth certificate number will be recorded. We will also need to see a copy of the red health record book. A copy of the details recorded at the child's 2 and ½ year check may be taken.

8. There is no appeal process of placing a child in Nursery. The schools decision on placing children is final.

The school reserve the right to carry out spot checks on addresses at the time of application, documents with proof of address will be asked to be produced in this instance.

Withdrawal of a place due to non attendance

A place can be withdrawn if no reasonable explanation is given for poor or non-attendance over a three week period.

Parents will be contacted in the first instance by telephone. If no satisfactory reason for absence can be obtained or if there is no improvement in attendance, parents will be notified in writing the intention of withdrawing the place. The vacancy would then be filled by a child from the waiting list.