



Admission Arrangements for Hayes Meadow Primary School Nursery and Preschool

At Hayes Meadow Primary School, we recognise the vital importance of an exceptional Early Years' Experience. We aim to provide our pupils with a broad range of learning experiences that will excite and inspire them in a caring and secure environment. Our motto is 'Be the Best We Can Be' and we ensure pupils develop a variety of skills to achieve their aspirations. Hayes Meadow is situated on beautiful school grounds and we believe in providing learning opportunities for our pupils both inside and outside of the classroom. Our pupils enjoy exploring in our Forest School area, encouraging independence and building self-esteem.

Hayes Meadow is a strong community and we have close relationships with our parents/ carers. Our vision is that pupils at Hayes Meadow will develop values, knowledge, skills, confidence and a love of learning they will be able to use successfully throughout their lives.

Our Nursery and childcare provision is overseen by our Governing Board, which is responsible for admissions for our Nursery children, unlike the rest of school where admissions fall under the jurisdiction of the Local Authority. **For information about admissions for Reception, Key Stage One or Two, please visit the determined admission arrangements for the current year on the Staffordshire website at:**

[Admission to primary and middle schools - Staffordshire County Council](#) The application system will open on 1 November 2026 for admission to Reception in September 2027.

Attendance at our nursery or preschool will not guarantee admission to our Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application through Admissions at Staffordshire County Council for admission to Reception at the appropriate time.

We offer two and three year old provision.

There are two separate classes of Nursery pupils –

Nursery – a class of two and three year olds.

Pre- School - one pre-school class which will be made up of the 3 and 4 year old who will be due to start school the following September.

Admissions to these classes will be determined by dates of birth.

Two Year Old Provision

Hayes Meadow Nursery accepts children from the age of two. Parents may be eligible for funding of either 15 or 30 hours if they are working or if they are in receipt of certain benefits; for more information on this, please visit:

[Help paying for childcare: Free education and childcare for 2-year-olds if you claim certain benefits - GOV.UK \(www.gov.uk\)](#)

Alternatively parents may choose to pay for these places, further information is available via the Early Years Charging Structure or via the school office.

Three Year Old Admissions

Nationally, from the term after their third birthday until they start school in Reception, all children are entitled to 15 hours of free early years provision and childcare during term time. You may be eligible for an additional 15 hours, known as '30 Hours', which we are also able to offer through our setting. Please contact the school office for more information or visit:

[30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

If you are not eligible for these extra hours, we are able to offer paid additional hours, known as childcare, which can also be booked through the school office and paid for directly by parents/ carers.

We welcome parents and carers to our school and offer a tour and a chance to meet the staff in order for you to find out as much as possible about us. If you would like to arrange a tour or you would like further information please contact Mrs Clarke in the school office on 01543 490616 or email office@hayesmeadow.staffs.sch.uk

Our offer

Our Nursery and childcare provision offers integrated learning for children aged two to five years old. This is led by the Early Years Leader, Mrs Morgan and a team consisting of our Nursery Leader, Preschool teacher and our Early Learning Team.

Our admissions offer allows us to take children throughout the year on a first come, first served basis. As such we accept learners throughout the year and continue to do so until we have reached capacity.

We strive to be able to offer Early Years education to as many children as we can, however in some cases there may be more applications for a particular setting than there are places. Admission to these settings is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to a nursery age setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a child arrangement order or special guardianship order).

2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred maintained nursery rather than any other nursery.
and

Test 2: the child would suffer hardship if they were unable to attend the preferred nursery setting.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3) Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children living within the defined catchment or cluster area of the preferred setting. Cluster areas for nursery age settings will sometimes, but not always, correspond to the catchment area for the main school.

5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight-line measurement as calculated using the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the school will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area or cluster area children cannot be accommodated at a school, children who are resident within the catchment or cluster area will be arranged in order of priority according to the remaining criteria.

Additional Notes

- Copies of cluster and catchment area maps are available from the Local Authority or individual schools.
- There is no charge or cost related to the admission of a child to a school.
- **Attendance at a particular nursery setting will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.**
- In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. This will reduce the amount of places available to other applicants.
- Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians). It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the school will not seek to obtain this information on behalf of the applicant.
- The school uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is

determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

- The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.
- If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the school immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes on the offer date.
- If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.
- Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list. Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.
- A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.
- 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 governors following the school's complaints procedure.
- Review date: September 2027