Early Explorers

Admission Policy and Application Form

Written/reviewed: September 2025

To be reviewed by: September 2026

The Constellation Trust

2-Year-Old and Nursery (F1) Admissions Policy

Francis Askew Primary School – Effective from September 2025
Part of The Constellation Trust

1. Introduction

This policy sets out the admissions arrangements for:

- 2-Year-Old Provision (Francis Askew Pre-School/2s Room)
- Nursery (F1) Provision for 3–4-Year-Olds

These provisions are part of the Early Years Foundation Stage (EYFS) at Francis Askew Primary School and are overseen by the Local Governing Body, which determines all early years' admissions decisions. This policy does not apply to admissions into the school's Reception class (F2) or above, which are coordinated by Hull City Council.

The aim is to ensure fair, transparent, and inclusive access to high-quality early years education that supports early intervention and school readiness. This policy aligns with both national priorities and The Constellation Trust's commitment to equity and excellence.

2. Provision Overview and Session Offers

2-Year-Old Provision (Pre-School / 2s Room)

- Offers part-time places (15 hours/week), term time only.
- Operates morning and afternoon sessions.
- Capacity is up to 12 children per session, subject to staffing levels.
- Places are offered to children eligible for government-funded 2-year-old places (criteria at gov.uk/free-early-education).
- Fee-paying places may be offered if space allows at a cost of £10 per session.
- Children may be admitted from the term following their 2nd birthday.

Nursery Provision (F1)

- Capacity for 78 part-time places, subject to demand and staffing.
- Universal 15-hour entitlement is delivered via:
    - Five mornings (8:40–11:40am) *or*
    - Five afternoons (12:30–3:30pm), term time only.
- Parental preferences for sessions will be considered but cannot be guaranteed. The final decision on attendance patterns rests with the Head of School Mrs Martin.

Extended 30-Hour Offer (for Eligible Families)

- Full-day provision from 8:40am to 3:30pm
- Delivered term time only.
- Universally funded places take precedence over extended hours.
- Extended places are reviewed termly and are not guaranteed long term.
- Missed sessions are not carried forward.
- Full time places of 30hours will include a paid £2 per day lunch session which ensures supervision between 11.40 - 12.30pm

* Please note, payments for extra sessions including lunch supervision must be paid half termly in advance.

3. Eligibility Criteria

Children are eligible for admission from the term following their:

- 2nd birthday for 2-Year-Old Pre-School
- 3rd birthday for Nursery (F1)

Children in the 2-Year-Old provision automatically progress to F1 (Nursery), subject to availability, but a place in Nursery or Pre-School does not guarantee admission to Reception (F2). Reception places must be applied for via Hull City Council's coordinated admissions process.

4. Admission Process

- Parents must complete an application form, available from the school office or website.
- Applications are accepted throughout the year. Early applications are encouraged but do not guarantee a place.
- Written offers will be sent at the end of the first half-term before the proposed start date.
- Parents must confirm acceptance within two weeks by returning the form provided. Failure to respond will result in the offer being withdrawn.
- Upon acceptance, families will receive induction information.
- Francis Askew Primary School maintains a register of interest for future places.

5. Oversubscription and Prioritisation Criteria

If more applications are received than there are places available, the following criteria will apply (in order of priority):

For both Pre-School (2s Room) and Nursery (F1):

1. Children of Armed Forces families, particularly those newly relocated
2. Children with an EHCP that names the school
3. Looked After or Previously Looked After Children

4. Children with exceptional medical/social needs, supported by professional evidence
5. Children of staff, where the member of staff:
    a. Has been employed for 2+ years *or*
    b. Was recruited to fill a post with a proven skill shortage
6. Children with siblings currently attending the school
7. Children living in the school's catchment area
8. Children living nearest to the school, measured via the shortest safe walking route
9. All other applicants, in order of application date

Tiebreaker: Where multiple applicants meet the same criteria, distance from the school (via safe pedestrian route) will be used.

Note: If demand still exceeds places, age may be considered, with older children given priority.

6. Waiting List

- A waiting list will be maintained when the setting is full.
- Parents must confirm termly to remain on the list.
- Priority will be based on the oversubscription criteria, not time spent waiting.
- Being on the list does not guarantee a place.

7. Attendance Expectations

- Regular attendance is important for routine and development.
- The school reserves the right to withdraw a place for persistent, unexplained absences.
- Absence from a session cannot be carried over or refunded (for fee-paying children).

8. Transitions and Reception Admissions

- Transition from 2-Year-Old Provision to F1 is automatic, space permitting.
- Transition to Reception (F2) is not automatic and must be applied for via Hull City Council.
- Some children attending Nursery may not be allocated a Reception place, and vice versa.

9. Appeals and Complaints

There is no statutory right of appeal for nursery or pre-school admissions. However, parents may raise concerns through the school's complaints procedure.

10. Review and Monitoring

This policy will be reviewed annually by Francis Askew Primary School and The Constellation Trust, in line with updated guidance, legislation, or operational changes.

- **Policy Review Date:** September 2025
- **Next Review Due:** September 2026
- **Approved by:** The Constellation Trust
- **Signed:** _L Martin_____
- **Date:** __8/9/25_____

Written by: Mrs G. Stephenson, EYFS/Operation Lead Early Explorers
To be reviewed: September 2026

The Constellation Trust

2-Year-Old Nursery Admission Application Form

For Admission from September 2025

1. Child's Details

Full Name of Child: _____

Date of Birth: _____ Gender: _____

Address: _____

Postcode: _____

2. Parent/Carer Details

Parent/Carer Name: _____

Relationship to Child: _____

Contact Number: _____

Email Address: _____

3. Sibling Information

Name(s) of Sibling(s) currently attending this school (if any):

_____

4. Eligibility for Funded Place

Is your child eligible for a funded 2-year-old place? Yes / No 15hours/ 30hours

Please provide evidence (e.g. eligibility letter, benefits proof/funding code).

5. Session Preferences

Please indicate your preferred sessions (tick all that apply):

☐ Morning Session (8:45am – 11:45am)

☐ Afternoon Session (12:15pm – 3:15pm)

☐ Full Day (if available)

6. **Wraparound care –** are you interested in your child attending wrap around provision?

Breakfast Club yes ☐ no☐

Afterschool club yes ☐ no☐

6. Additional Information

Please indicate any medical, special educational, health visitor, speech and language or other needs:

_____

7. Declaration

I confirm that the information provided is accurate and I understand that admission is subject to availability and the admissions criteria. I agree to inform the school of any changes to the above details.

Parent/Carer Signature: _____ Date: _____