



City of  
Doncaster  
Council

**Nursery Admission Policy  
For  
Community Schools In Doncaster  
Academic Year 2024 – 2025**

**(DRAFT V1 September 2023)**

**City of Doncaster Council**  
**Nursery Admission Policy - Community Schools**  
**2025/2026 School Year**

- 1 City of Doncaster Council is the Admission Authority for community schools and allocates places based on the oversubscription criteria given below in section 12.

**General Statement**

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. This policy reflects the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.
- 3 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.)
- 4 Pupils are entitled to 15 hours free universal entitlement per week for 38 weeks. Some schools can also offer the additional 15 hours extended entitlement for working parents who meet the eligibility criteria. Further details are available from the school.

**Admission Limit**

- 5 The Admission Limit determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and;
- is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and
  - takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.
- 6 Admission Limits are given in Appendix 1.

**Closing and Announcement Dates**

- 7 The closing date for receipt of applications for nursery in September 2025 is 6 October 2024. Decisions will be emailed to parents on 6 November 2024. Late applications are accepted and will be considered after those received by the closing date have been processed.
- 8 Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally sent within two school weeks.

**Admission to Nursery**

- 9 A child who has attained the age of three years on, or before, the 31 August 2024 will normally be admitted part-time to a nursery class from the start of the following school year.

- 10 Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

### **Early Admission**

- 11 Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the school in criteria order as follows;
- a) Children born in the Autumn Term may be able to start in the Spring Term.
  - b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September.

### **Allocation of Places and Admission Criteria**

- 12 This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education, Health and Care Plan naming the school, the criteria for allocating places is listed below in order of priority:

- a) Looked After Children and all previously Looked After Children<sup>i</sup>
- b) Children who are ordinarily resident<sup>ii</sup> in the catchment area of the preferred school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

- c) Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the requested school at the point of application (excluding nursery). Where the preferred school is an infant school, attendance at a linked junior school will be included.
- d) Doncaster children who live in the catchment area of a school without a nursery.
- e) Doncaster children who live in the catchment area of a school with a nursery.
- f) Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the preferred school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the school building.

## Waiting Lists

- 13 In the event of a parent being refused admission, the child's name will be placed on a waiting list for the preferred nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first). If a place becomes available it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application. A change of address can affect a pupil's position on the waiting list.
- 14 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the Council receive confirmation of the vacancy.

## Notes

### False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.

It is for parents to satisfy the Council of their circumstances as they apply to the admission criteria at the time of application.

### Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

### Admission of Service Personnel and Crown Servants

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Provision is also made to allow for the admission of children of service personnel and crown servants into schools above the admission number where staffing ratios allow.

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### **Looked After Children and all previously Looked After Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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).

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## ii **Ordinarily Resident**

Reference to where a pupil is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. If parents are moving address they will only be considered as being ordinarily resident and, therefore, considered under this criterion, when they are living at their new address.

### **Further Information**

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the school or the Council as follows:-

**Address:** Learning Provision Organisation Service (Admissions), City of  
Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

**email address:** [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

<b>Nursery Admission Number</b>			
<b>Adwick Primary</b>	<b>78</b>	<b>Scawsby Saltersgate Infant</b>	<b>78</b>
<b>Barnburgh Primary*</b>	<b>26</b>	<b>Scawthorpe Sunnyfields Primary</b>	<b>52</b>
<b>Bawtry Mayflower Primary</b>	<b>39</b>	<b>Sprotbrough Orchard Infant</b>	<b>52</b>
<b>Bentley New Village Primary</b>	<b>52</b>	<b>Stainforth Kirton Lane Primary</b>	<b>26</b>
<b>Hayfield Lane Primary</b>	<b>52</b>	<b>Thorne King Edward Primary</b>	<b>52</b>
<b>Kirkby Avenue Primary</b>	<b>52</b>	<b>Toll Bar Primary</b>	<b>52</b>
<b>Long Toft Primary</b>	<b>52</b>	<b>Town Field Primary**</b>	<b>52</b>
<b>Mallard Primary</b>	<b>39</b>	<b>Warmsworth Primary</b>	<b>52</b>
<b>Park Primary</b>	<b>52</b>	<b>Windhill Primary</b>	<b>52</b>
<b>Rossington Tornedale Infant</b>	<b>52</b>		

\* Converted to an Academy on 1 August 2023 but will use the above policy in 2024/25.

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