



Nursery Admissions Policy

Date Written: January 2026

Date of Review: September 2026

Adopted by: LAC Jan 26

Chair of Governors: Gillian McGill

Head of School: Jo Whiting

Hopton C of E Primary Academy Nursery Admission Policy

We offer nursery places to children aged 3 and 4 from the term after their third birthday. The school can access allocated funded hours per child from the term after their third birthday. We ask that you use part or whole of your funding at Hopton and we will top up the rest of your hours so that you could access up to a full time place in consultation with the school.

Parents of nursery children at Hopton cannot use their funding for wrap around care and this provision is not typically offered to children who are in Nursery.

Birthday	Free early education from beginning of
1st September to 31st December	Spring Term (after Christmas holiday)
1st January to 31st March	Summer Term (after Easter holiday)
1st April to 31st August	Autumn Term (after Summer holiday)

Attendance in our nursery class does not guarantee a place in the reception class of our school.

If you would like to join our nursery, then please do contact the school office. Wherever possible, we will try to give your child a place at our nursery.

Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer. If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.

1. Our nursery is able to offer places for 30 hours per week, term time only. Sessions are from 8:40am to 3:15pm in a Nursery class which is part of our Early Years unit. We can offer up to 10 places.
2. The offer of places for September will coincide with the Local Authority offer of Reception class places; normally end of spring or early summer term. However, if spaces are available in the year, children can start immediately.

3. We will not permit pupils to continue with any allocated nursery place at Hopton C of E Primary Academy Nursery beyond the end of the current school year (July), in which they turn four years old. At this age, although not necessarily of statutory school age, they must apply and be allocated a school place in order to remain in the early years class.
4. If applications for nursery places exceed the number of available places, Hopton C of E Primary Academy Nursery will apply the following criteria in making allocations in the following order:
 - Children aged three or four years old who have an Education, Health and Care plan which names this school nursery will be offered a place.
 - Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
 - Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified
 - Siblings
 - Children who are ordinarily resident in the catchment area by date of birth order.
 - Children of UK service personnel
 - Children of Gypsies, Roma, Travellers, refugees and asylum seekers
 - Children who are ordinarily resident outside the catchment area by date of birth order.

Previously looked after children: Previously looked after children include children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 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.

Siblings: Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births: Where applications are received from families with multiple birth siblings (twins, triplets, etc.), places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

Ordinarily resident: By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

Children of UK service personnel (UK Armed Forces): The school nursery supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quarters area address.

Children of Gypsies, Roma, Travellers, refugees and asylum seekers: We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our nursery if that is deemed to be the best way to meet the needs of the child and family.

Tie Break: If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school. All straight distances are calculated electronically by Suffolk County

Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) they will measure to a single point within that building irrespective of where the homes are located. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School. In the event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn.

Waiting lists:

Any appeals or queries regarding this process should be put in writing to the Chair of the Local Academy Committee at Hopton C of E Primary Academy Nursery, Thelnetham Road, Hopton, IP22 2QY.

Applications can be made at any time from 2 Years. 'A consideration list' will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.

The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

Parents will be asked for the child's birth certificate and proof of address.

It should be noted that a place in the nursery does not automatically guarantee a place at Hopton C of E Primary Academy school and parents must still go through Suffolk County Council's admissions process for admission into the school.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

If attendance and punctuality is poor or erratic, the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated. If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Head of School. If, following the meeting, there is no sustained improvement

in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks and no mitigating circumstances, such as illness certified by a doctor, have been offered, the child may lose their place and it may be offered to someone else. This will be decided by the Head of School, and a letter explaining the situation will be sent to the parents.