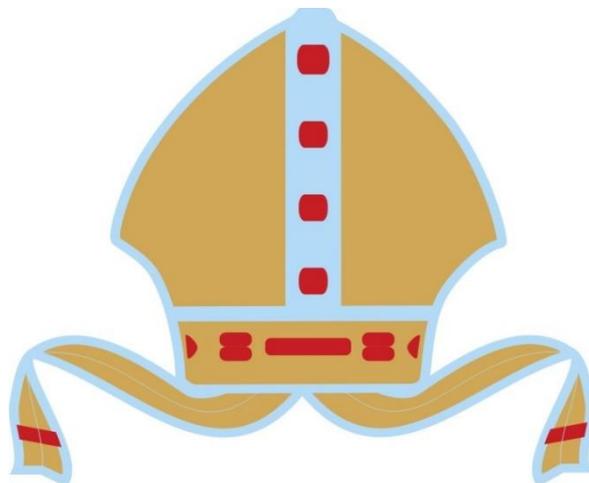


Lincoln Bishop King CE Primary School

Dream big. Love God. Live well.



Nursery Admissions Policy

*"I can do all things through Him who strengthens me."
Philippians 4:13*

Reviewed: **February 2026**
Next Review: **November 2026**

Most recent changes highlighted in blue

Bishop King school is an inclusive church school. We welcome children from all backgrounds and abilities.

Bishop King Nursery offers places for 38 weeks during the academic year in line with the school's term dates. We have three intake periods over the school year: September, January and after Easter, where we offer morning, afternoon or 30-hour places for all children from the term after their 3rd birthday, for example:

- a child born between 1 April and 31 August is eligible to start Nursery at the beginning of the autumn term, following their third birthday
- a child born between 1st September and 31st December is eligible to start Nursery at the beginning of the spring term, following their third birthday
- a child born between 1st January and 31st March is eligible to start Nursery at the beginning of the summer term, following their third birthday

Funded 15-hour places

Nursery children are offered daily three-hour sessions. Our current maximum capacity is:

- 26 nursery children in the morning sessions; 8:40am -11:40am, and
- 26 nursery children in the afternoon sessions; 12:20pm - 3:20pm

Where a family is not entitled to 30-hour funding, they may still apply for full-time nursery but will be charged an additional £75 weekly.

Funded 30-hour places

Funding for full-time children can be obtained through the 30 hours funding scheme.

- Nursery children are offered a full-time place; 8:40am to 3:20pm

If you are eligible for a 30-hour code, please visit <https://www.gov.uk/30-hours-free-childcare>

Further information can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/642828/30_hours_free_childcare_eligibility_codes_issued_and_validated.pdf

We recommend parents apply well in advance of the published deadline to ensure all 30-hour codes for the following term are registered in school.

Dates to register codes are as follows:

- 1st July for the Autumn term
- 1st December for the Spring term
- 1st March for the Summer term

A looked after child will be offered a full-time/ part-time nursery place, if and when, places are available. A part-time arrangement for 2 pupils may be used in exceptional circumstances.

A packed lunch from home, or the purchase of a school meal, will be required for all full day sessions. School meals can be purchased through WisePay via the school's website:

<https://www.bishopking.org.uk/WisePay.asp>

Application Process

Parents may register their interest in a place at the nursery, any time following their child's birth, by contacting the school office. The date on which a child is added to the waiting list will **not** be taken into consideration when places are offered.

The child's birth certificate will be required as proof of their date of birth before they are added to the waiting list.

Offering Places

Places for the September entry will be offered, during the preceding summer term, to children who will be aged three years by 31st August of that year.

Where places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age, according to the admissions criteria below.

- Applications must be made by the last school day of Term 5 to be considered to start the following Term 1 - this does not include staff training days
- Applications must be made by the last school day of Term 1 to be considered to start the following Term 3 - this does not include staff training days
- Applications must be made by the last school day of Term 3 to be considered to start the following Term 5 - this does not include staff training days

If there are more children on the waiting list than places available, priority will be given in-line with the Oversubscription Criteria below.

Places will be offered by contacting parents by e-mail, letter or telephone using the contact details provided. If no response is received, from the parent/carer, within one week of making the offer, the place may be offered to another child on the waiting list.

Admission / Oversubscription Criteria for Three and Four Year Olds:

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Bishop King CE Primary School will then allocate remaining places in accordance with this policy:

1. "Looked after children" and all "previously looked after children", including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. "Previously looked after children" are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **Children of staff employed at the school.**
3. Children with a brother or sister already in the school, and who will still be attending at the time the place, is required.
4. Distance of the child's home to the school, with those living nearer being accorded the higher priority, which will be decided by Straight line distance as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

If two or more children are tied for the last place, a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

NB: Being registered for Nursery at Bishop King School or **Lincoln Children's Centre** does not guarantee a Reception place for the following year. If a parent wants a place in Reception, at Bishop King School, they will need to apply through the local authority: <https://www.lincolnshire.gov.uk/school-admissions> or contact our school office for further details.

Withdrawing offers

Once an offer - either written or verbal - has been made, there are limited circumstances in which an offer can be withdrawn; these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within one week

Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

Date of application or date of birth are not part of the selection criteria.

If a parent has a 30-hour code at the time of admission and does not use them, we will not hold the additional 15-hour place.

If a parent is already attending Bishop King nursery on a 15-hour code, but **later** applies to increase their child to a 30-hour code, this does not give them priority over pupils on the waiting list with a 15-hour code.

Admission to Reception

Children who attend the Nursery do not have an automatic place in the Reception classes at Bishop King CE Primary School, and should apply through the local authority: <https://www.lincolnshire.gov.uk/school-admissions> or contact our school office for further details.

Transition Arrangements

Before starting nursery, children will be invited with their parents/carers to school to meet our nursery team. During this visit, parents/carers will have the opportunity to discuss their child's development.

Following the visit, a date will be set for the child to start at our nursery. Each child will have a staggered start to entry, prior to attending their allocated session times, as part of our transition process.

Data Protection

All personal data will be held in line with the GDPR Policy. For more information, please visit the school website: <https://www.bishopking.org.uk/Policies.asp>

Monitoring

This policy will be monitored every two years.

Linked policies

- School Admission policy
- Early Years Foundation Stage policy
- Equality Information and Objectives
- Freedom of Information policy
- GDPR policy
- Behaviour policy