

The TLC Nursery Federation



Admissions Policy

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Policy reviewed and updated:	January 2026
Date of next review:	January 2027
This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.	

Section 1

Aims

- This policy aims to explain how to apply for a place at Slough Centre Nursery School & Chalvey Nursery School.
- To set out the arrangements for allocating places to the pupils who apply.
- To explain how to appeal against a decision.
- To provide the best nursery education for all of the eligible children of the TLC Nursery Federation.
- To provide an inclusive, rich and varied learning experience for all children
- To provide a valuable means of reducing the educational and social disadvantages experienced by some children
- To ensure that the admissions policy is equitable and fair and benefits the maximum number of children possible
- To ensure that the admission of pupils to the nursery school enables staff to maintain the balance and smooth running of the nursery school and the provision of the full curriculum over five days
- To provide parents with greater accessibility and flexibility by offering up to 30 hours of education for their child if eligible and places are available

Section 2

Criteria for Admissions to TLC Nursery Federation School

The TLC Nursery Federation serves the town of Slough and the surrounding area. Places for children are allocated in the following order:

- a. from within the Slough Council Boundary
- b. from other areas

Children who fall within the following six categories are given additional priority. Consideration will be given to the complexity and significance of need and the following are not necessarily in priority order.

1. Children looked after by the LA or another agency and children who have been adopted.
2. Children who have an identified disability, specific or special educational need e.g. cerebral palsy. It is expected that professional colleagues from other services would be involved e.g. Physiotherapist, Paediatric Consultant
3. Children subject to a Child Protection Plan
4. Children who are in receipt of an Educational and Health Care Plan or who have been identified or are in the process of being identified as having additional needs.
5. Children from families who have recognised additional/social needs. Applications in this category should be supported by a partnership agency e.g. Health Visitor or are known to the school e.g. parent with a serious illness
6. Children of Forces personnel
7. Children currently attending our funded two-year-old provision

Once the criteria above have been considered the following will apply:

1. Children with siblings at the school

2. All other eligible children

Children who are eligible for nursery funding are given priority dependent on their age. Children whose birthdays fall within the following age bands will be considered together.

- a. 1st January to 31st March
- b. 1st April to 31st August and
- c. 1st September to 31st December

Places will be allocated based on the date the initial Application Form was received by the school or the date of the request for additional sessions. Late applications will be considered by the Governing Body taking into account individual circumstances, the child's age and date of application.

The Admission criteria are applied again for each Admission intake (including applications that have been deferred).

Admissions to morning or afternoon sessions will be allocated by the date of application. If numbers are below the maximum numbers, places will be allocated so as to offer an appropriate balance between morning and afternoon numbers and the current staffing allocations to maximise the opportunities for all children and ensure the sustainability of the school.

Where places are available TLC Nursery Federation School will offer:

- 15 hours funding 3- & 4-year-olds (Universal funding)**
- 30 hours funding 3- & 4-year-olds (Extended funding for working parents)**
- 30 hours childcare 2 years olds (Expanded funding for working parents)**
- 15 hours childcare funding 2-year-olds (Targeted funding)**

- A place at nursery school at the start of the term after a child's second or third birthday.
- All children within the specific age band will be offered 15 hours initially (Universal Offer). Once places have been allocated the nursery school may offer the additional 15 hours to eligible children of working parents (Extended Offer). These additional hours will be allocated using the same criteria as outlined above.
- Each child is offered either 15 or up to 30 hours (if eligible) of funded education over 5 days per week (term-time only). Sessions are allocated in 3-hour slots with a minimum of 15 hours required each week.
- 15 hours are offered over 5 morning sessions of 3 hours or 5 afternoon sessions of 3 hours, Monday to Friday, or flexible use of hours at the discretion of the governing body.
- Up to 30 hours are offered over 5 days including lunchtime i.e. 6 hours each day.

Section 3

Additional points

- Daily morning sessions run from 8:30am-11:30am and afternoon sessions from 12:30pm-3:30pm. Lunchtime sessions are available for 15 hour places. (Please see the point below).

At Slough Centre Nursery School, the 30-hour funded session runs from 9.30am to 3.30pm for 3-4-year-olds and from 8.30am to 2.30pm for 2-year-olds.

At Chalvey Nursery School, the 30-hour funded session runs from 8.30am to 2.30pm for 2-, 3- and 4-year-olds.

- Lunch time places will be allocated first to children attending a full day at the nursery school. If places are still available, the school will use its discretion to allocate them.
- We acknowledge that some parents may wish to use their 15 or 30 hour education entitlement across two providers and therefore not take their full 15 or 30 hours at TLC Nursery Federation School. Parents must inform the Nursery School, if they sharing provision with another provider.
- The Nursery School encourages parents to take up the full 15 hours available at the Nursery School if possible as we recognise that this leads to greater continuity and better outcomes for children.
- Children of parents who become eligible for up to 30 hours during their child's time at the school may request to increase their child's hours at any time. Sessions will be offered according to the date of application and when places are available.
- It may not always be possible to offer children starting nursery their full 15 hour entitlement due to the pressure of numbers and space. Those children will automatically be offered 15 hours as soon as they become available.
- Although the School will do its best to ensure every child receives their requested hours, these sessions cannot be guaranteed. Parents will be notified of their child's allocation the term before the child is due to start the Nursery School.
- Parents/Carers have a choice whether they accept the place or hours they are offered. Parents of children eligible for the additional hours are under no obligation to use any or all of these hours.
- Once a place has been offered, it is important that parents reply by the stated deadline date on the offer letter. Replies after this date may result in the re-allocation of the offered place at the school.
- INSET Days are classed as a normal school day, i.e. if an INSET Day falls on your child's normal day, alternative arrangements will need to be organised for that day.
- To check whether your child is eligible for 15 or 30 hours childcare please visit beststartinlife.gov.uk
- Children allocated a place at the resource/unit fall outside the admissions policy for the schools and admissions to the resource/unit are through a separate referral panel.

Section 4

Appeals

There is no automatic right of appeal for admissions to non-statutory education. However, parents are entitled to receive an explanation if their application is unsuccessful. In most cases, concerns can be resolved through an informal discussion with the Office Manager/Business Manager, or by providing a written response.

If parents request a formal review of an unsuccessful application or the withdrawal of a place, the school will convene a review panel made up of governors. This panel does not have the powers of a

statutory school admissions or exclusions panel. Its role is limited to reviewing whether the correct procedures were followed.

Section 5

How to Apply for a Place

Application forms are available:

- From the school's reception
- On the school's website

Visits to the school are warmly welcomed and appointment can be made by email or by phoning the school directly.

Applications are made direct to the school. Parents/Carers or outside agencies can phone, come into the school or complete our on-line form from our school website www.chalveynurseryschool.co.uk or www.sloughcentrenursery.co.uk to put their child's name down on our school waiting list. Completion of an Application Form does not ensure that a place may be offered. It is parent's responsibility to notify the school of any change to their contact details. Initial correspondence from the school is likely to arrive via email and therefore it is important that email addresses are current.

In order to help with future planning and availability of places there are 3 cut-off dates within the year. Applications can still be submitted to the school after a cut-off date but will be considered after places have been allocated for the corresponding term. These are as follows:

For September admission - before the 31st March

For January admission - before the 31st August

For April admission - before the 31st December

Numbers of places available

Chalvey Nursery School - There are 60 full-time equivalent 3 - 4 year old places available and 10 FTE 2 year old places.

Slough Centre Nursery School - There are 70 full-time equivalent 3 - 4 year old places available and 10 FTE 2 year old places.

Section 6

Waiting List

Parents are encouraged to put their child's name down for a place at the Nursery School as soon as possible. This helps the Nursery School to predict and therefore plan for different cohort sizes. The date a child's name is put down will be used when allocating places and sessions.

Section 7

Place Allocation/Procedure

1. Admissions Panel allocates places according to Admissions Criteria
2. 15 hours places (Universal Entitlement places) initially offered to children
3. Parents respond to the offer (refusal of an offer at any one time does not preclude subsequent application)
4. Additional hours, up to 30 hours, offered to eligible children
5. Intake of children is staggered to maximise the effective use of time for staff and children
6. All children will have a settling in process to ensure that they are ready to start nursery.

Parents/Carers will be contacted and places will be allocated in the term before the child starts at the nursery school. It is the school's policy to arrange a home visit when this is considered to be in the best interest of the child. The key worker, accompanied by an additional adult, will visit the family home. The visit allows the child to be seen in their home environment, where they feel most comfortable, and helps the child and family begin to build a relationship with the key worker. Parents or carers will be informed in advance of the scheduled visit

If there is no place available for a child who is eligible for nursery funding, the Nursery School will write to the parents/carers to inform them and offer a future date when their child will be allocated a place. If a place becomes available it will be offered to the next child on the Waiting List according to this Admissions Policy Admission criteria.

Children who do not attend for 4 weeks and without any parental contact with the school will be removed from the school register. Parents can re-apply for a place through the usual admissions procedures. Good attendance is important as it maximises the children's learning and prepares children for the demands of primary school. We aim for at least 90% attendance.

Section 8

Early Years Pupil Premium

Since April 2015, we have been able to claim extra Government Funding for some of our children known as Early Years Pupil Premium (EYPP). We may use this funding to provide extra staffing, training, resources and, where available, additional sessions. All parents will be asked to complete an Early Years Pupil Premium eligibility form as part of their child's admission pack.

Section 9

Exceptions

Exceptions are only allowed at the discretion of the Headteacher using their professional judgement and the judgement of the Admissions Panel.

Section 10

Monitoring arrangements

This policy will be reviewed and approved by the governing body annually. We are Equal Opportunities settings and reflect in our admissions criteria requirements identified by the Equalities Act 2010.