

Policy for Admission to an ODST Nursery Place Bampton CE Primary School

For admissions from September 2025



Policy Updated: September 2025

Policy Review Date: July 2026

To be the best we can be for ourselves and others
Belonging, Believing, Building

As an academy the local governing body is the admission authority and has the responsibility for setting these arrangements and for making decisions regarding admissions applications.

1. The Ethos of Bampton CE Primary School:

“Bampton CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.”

2. Patterns of attendance available

The minimum entitlement to funded nursery education is 15 hours per week. Some children are eligible for 30 hours funding. The universal entitlement starts from the term after the child’s third birthday (based on a 3-term year).

We offer the Early Years Education Funding across 5 mornings (15 hours) or 5 full days (30 hours) and this is the attendance expectation for parents/carers accepting a place at our nursery:

- Morning sessions run from 8:45am to 11.45am, Term Time Only
- Full days from 8:45am -3:15 pm, Term Time Only

We cannot offer a place for less than 15 hours but if children are struggling to transition into the Early Years Foundation Stage Unit setting parents may agree with the Early Years leader a staggered start where the child attends on consecutive mornings building up to five full mornings attendance over a short period of time (usually full-time attendance being achieved within a short term). Attendance over consecutive mornings allows for key workers to ensure continuity of provision through observation and planning of appropriate next steps.

Parents/carers entitled to only 15 funded hours can accept a place for 5 mornings and purchase additional afternoon sessions (from 11:45-3:15pm) to create some full day provision. This will depend on availability and must be pre-booked a term in advance.

3. Extended Hours

Some families may need a longer day; we can also offer places for nursery children in our breakfast club provision and afterschool club provision. These sessions are:

- 7.30am – 8.45am
- 3:15-4:30 (half sessions)
- 3:15-5:30 (full sessions)

The provision before school will differ from the core early years provision as there will be older children attending but early years ratios are still adhered to.

4. Charging

We offer 15 funded hours or 30 funded hours in the EYFS unit. Parents entitled to 15 funded hours and wishing to purchase additional afternoon provision will be charged £20 per session. These sessions must be booked and paid for a term in advance and are not available on an ad-hoc basis. Afternoon spaces will be prioritised for those eligible for 30 funded hours.

Wrap around provision is charged as additional provision outside of the funded provision. Current costs can be found on our website or in our Breakfast and After school Club Policy, or by contacting the school office. Places are limited to a maximum of 30 children and all places must be booked and paid for in advance. This can be paid for with childcare vouchers.

Children accessing full day provision will need to bring a packed lunch or parents/carers can order and pay for a school meal. Current charges and menu are available on our website or via the school office.

There is no charge for applying for a nursery place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits are compulsory.

5. Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit Bampton CE Primary School, you should contact the school office to make an appointment.

Stay and Play sessions and Meet the Teacher sessions are offered to support transition into the Early Years Unit.

7. Applying for a place

Most children will be admitted at the start of the term. Other children may be eligible to join us at other times in the year. This may be because they are new to the area or would like to transfer from another early years' provider.

To apply for a place here you must use the Bampton CE Primary School Nursery Application Form

Places are not allocated to a child automatically, even where:

- There is an older sibling attending here;

- A child attends a particular toddler group or Children’s Centre attached to the school;
- A parent has expressed an interest at any time in the school; or
- The child has always lived close to the school

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

8. How to apply for a Nursery place

Parents must complete the Bampton CE Primary School Nursery Application Form and return it to the school.

The closing dates for applications for the nursery intake for the foundation stage unit are: 1 April, 1 July and 1 January. You can apply after these dates but your application may not be considered until all on time applications have been considered.

9. Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery/FSU and this disadvantages another child. If necessary, we will ask for evidence of a child’s home address before admission.

If you know or believe that your child’s address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child’s age.

10. What happens next

If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

By 1 May, 1 October and 1 February we will inform parents of the outcome of their applications. If we are unable to offer a place this will give you the opportunity to make alternative arrangements with another provider.

11. Published Nursery Admissions Number (PNAN)

This is the number of places we intend to make available for our normal nursery intake. Our PNAN is: 26.

12. Oversubscription Criteria

Where the number of applications exceeds the number of places available in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

- 1 Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
- 2 Families who have exceptional medical or social needs that make it essential that their child attends Bampton CE Nursery rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
- 3 Children with a normal home address (See Note 4) in Local and designated area of Bampton and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address in in Local and designated area of Bampton
- 5 Children with a normal home address outside the local and designated area of Bampton and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 6 Other children.

Note 1: Designated area: See Appendix A. Proximity of the child's home, as measured by the straight line distance between the home and school with those living nearer being accorded the higher priority, will serve to differentiate between children in these criteria should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school. The straight line distance used to determine proximity of the home to the school will be measured by ABC LAs Geographical Information System as described in the ABC LA admissions booklet.

Note 2: By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

13. Further information:

- Reception - the year children become 5
- Nursery (F2) - the year children become 4 and
- Nursery (F3) - the year children become 3
- Nursery – usually it is not necessary to separately identify F2 and F3 groups
- ‘Year’ – refers to the academic year (September to August)

Eligibility Terms Note: Universal Funding entitlement starts from the term after the child’s 3rd birthday

Please see the following website for more information: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

A nursery place should cease no later than the term after the child’s fifth birthday, that is, when they are of statutory school age.

Any complaint about the operation of this admissions policy or the refusal of a place should be made through the school’s complaints process.

There is no statutory right of appeal.

Contact details and further information

Headteacher Carol Phillips	E-mail:	head.3131@bampton.oxon.sch.uk
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Location and Designated Area of Bampton Church of England Primary School

