



# MILLFIELD NURSERY



## ADMISSIONS POLICY 2025/26

Millfield Nursery, Millfield Primary School, Grange Lane, Littleport, CB6 1HW.  
Tel: 01353 861612 Email: [nursery@millfieldprimary.org](mailto:nursery@millfieldprimary.org)

Millfield Nursery is open school term time only from 8am-5.30pm. Parents may use their universal 15 hrs or 30hrs free nursery entitlement in the term after their 3<sup>rd</sup> birthday. Additional hours can be booked at the given hourly rate.

Every endeavour will be made to take account of session preferences; however it may not always be possible to choose your sessions due to availability. We are an equal opportunities setting

We are offering 15/30hrs free childcare to families who meet the Government criteria and can present a valid code. Please note it is your responsibility to renew your codes on time (they are time limited) to ensure a continuing place at nursery. To check your eligibility for funded hours and/or register, please visit <https://www.childcarechoices.gov.uk>

We are offering any combination of the following sessions: 8am-9am, 9am-11.30am, 11.30am-12.30pm, 12.30pm-3pm, 3pm-4pm, 4-5.30pm or 8am-5.30pm.

### Statement of intent

It is our intention to make Millfield Nursery accessible to children and families from all sections of the local community. Places are allocated immediately where there are existing spaces. Children who have registered in advance will be offered available spaces in the half term period before they are due to start. Applications received after the beginning of this half term will be allocated on a first come first served basis until we are full and then places will be allocated in accordance with the following over-subscription criteria.

- a) Children with Statements of Special Educational Needs (SEN) / Education, Health and Care plan (EHCP) where the Nursery is named.
- b) 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. A looked after child is a child who is a) looked after by a local authority or b) being provided with accommodation by a local authority in their exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989.

*Details of eligibility must be supplied by the allocated social worker or foster carer.*

- c) Children for whom it is essential to be admitted to the Nursery because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker or similar professional.

*The supporting evidence should set out the particular reason why the Nursery is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be sent to the Nursery by the application closing date, for the applicant to be considered under this criterion.*

- d) Children who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) who will be living with them at the same address and on roll of the Nursery. Children will be considered under this criterion if they have a sibling who attends the Nursery and who will continue to be on roll when the child joins the Nursery.
- e) Children living nearest to the Nursery within the catchment area of **South and South East part of Littleport**.
- f) Children living nearest to the Nursery outside of the catchment area.

\*\* Where places cannot be allocated, your child's details will be added to our waiting list. This will be arranged in strict order of the admissions criteria, not according to the date of application.

Where children hold equal status according to the admission criteria, the position allocated on the waiting list will be on the date of application.

A pupil may be refused admission only if the Nursery is full to the admissions limit or if the child is not of the appropriate age. There is no right of appeal against the refusal to award a place in Nursery, since there are statutory criteria governing adult: pupil ratios that cannot be overridden.

Siblings are defined as children living in the same family unit, whether or not they are blood-related. This does not include blood-related brothers or sisters who live in separate homes.

Parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's birth certificate or passport/identity card.

A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of week-day nights. In cases where a child spends equal time living in two different homes, the address that is most favourable to the application will be considered as the home address.

Families knowingly attempting to register their child at more than one setting for more than their 15/30 hours free entitlements may have their place withdrawn.