

Nursery Admission Arrangements Framework

Tyndale Community School

Approved by:	Ethos & Governance
Date:	June 2026
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Adopted by school:	Tyndale Community School
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Nursery Admission Arrangements

Our vision & values:

Vision

We believe there are two really important parts to learning at school. The first is to do with learning in traditional subjects: reading, writing, maths and all the others. We call this academic learning. We also think that there are many other skills that are important to learn as you grow up: getting on with each other, communicating well and sorting our problems yourself. We call this personal success. We believe that personal and academic success are equally important.

When students are empowered to achieve personal and academic success, they are able to have high aspirations for their future and for others' futures too.

Values

Our school values are Respect, Responsibility, Resilience, Creativity, Joy and Excellence.

School Name ('the School'):	Tyndale Community School
Local Authority ('the LA'):	Oxford County Council
How to apply:	Application form on school website
Admission to:	Nursery
Admission Numbers:	Funded places
	Additional (non-funded) places
Contact details:	Name (Role) Insert who to contact with admission queries Address Tel. Email.

Introduction

This Nursery Admissions Guidance sets out the arrangements for admitting children to the Tyndale Community School Nursery and will be reviewed annually. Our Nursery provides high-quality early education within an inclusive, nurturing environment that reflects the values and ethos of Tyndale Community School.

This policy sets out the arrangements for admission to nursery provision in schools within Oxford Diocesan Schools Trust (ODST). Nursery provision is part of the Trust's early years foundation stage (EYFS) offer in this school and is intended to provide high-quality early education in line with statutory EYFS requirements.

Important:

Admission to nursery provision *does not guarantee a place in reception class* at the school. Applications for reception must be made separately through the Local Authority's coordinated admissions scheme.

The Trust has delegated the administration of admissions to nursery classes to the School's Local Governing Body (LGB).

Children with an Education, Health and Care Plan (EHCP) naming the School will always be offered places.

Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class until the term after their fifth birthday.* However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.

*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the Primary School Admission Arrangements for more detail on deferring entry.

Nursery Provision

The Nursery offers early education for children aged 2–4 years, beginning from the term after their second or third birthday, depending on eligibility and available provision.

Nursery Structure

- Provision for 2–3-year-olds
- Provision for 3–4-year-olds
- Morning, afternoon, or full-day sessions
- Funded 15-hour or 30-hour places
- Additional paid hours, subject to availability

The Nursery operates for 38 weeks per year, in line with the school calendar.

3. Early Years Funding

All 3- and 4-year-olds are entitled to 15 hours of funded early education for 38 weeks per year.

Eligible working parents may access an additional 15 hours (30 hours total).

Parents must:

- Apply for eligibility in the term before their child starts
- Provide a valid eligibility code
- Reconfirm eligibility each term

Parents who do not qualify for 30 hours may apply for additional paid sessions.

Government guidance: <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>
<https://www.gov.uk/free-childcare-if-working>

Where a family ceases to be eligible for the working parent entitlement, the place will return to the universal entitlement level (for children aged 3+) for the grace period, unless the parent/carer is prepared and able to pay for the extended hours. Parents/Carers are allowed to keep their child in their universal entitlement place even if they cease to qualify for the working parent entitlement.

The Trust will ensure admissions are fair, transparent, and non-discriminatory.

Over subscription criteria:

Where the number of applications exceeds the number of available places, the following oversubscription criteria will be applied in order:

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.
2. Children with an Education, Health and Care Plan (EHCP)
3. Children with a sibling attending the school at the time of admission
4. Children with professionally supported social or medical needs
5. The final priority is those children living closest.
6. All other applicants

If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

5. Application Process

The school will review all applications according to the criteria in Section 4 every two weeks and an outcome will be given shortly after. Parents must formally accept the place offered within two weeks for it to be reserved or, if we are fully subscribed, a place on the waiting list.

Parents/carers must submit:

- A completed Nursery application form which includes a copy of:
- The child's birth certificate
- Proof of home address
- Supporting documentation for social or medical needs (if applicable)

6. Home Address

The home address must be the child's normal place of residence. Where a child lives at two addresses, the address used will be the one where the child lives most of the time. Temporary addresses are not normally accepted if a permanent address is still owned or rented.

7. Attendance Expectations

Regular attendance is essential to ensure that children settle confidently into Nursery life and establish positive routines. Consistent attendance helps children:

- Build secure relationships with staff and peers
- Develop confidence in the Nursery environment
- Engage fully in learning opportunities
- Establish good habits that support future school readiness

Irregular attendance can disrupt a child's sense of security and may make it harder for them to settle. Parents are therefore expected to ensure their child attends all agreed sessions unless they are unwell or exceptional circumstances apply. Repeated non-attendance may result in the place being reviewed in line with the Nursery's capacity and safeguarding responsibilities.

8. Fees for Additional Hours

Where parents purchase additional hours beyond funded entitlement:

- Fees are charged according to the school's published rates
- Invoices are issued in advance
- Payments may be made via tax-free childcare, childcare vouchers, or bank transfer
- Late collection fees may apply

9. Waiting Lists

If the Nursery is full, a waiting list will be maintained. Children are added in line with the admissions criteria, not by date of application.

10. Notice Period

Parents must give six weeks' written notice to withdraw a child from a Nursery place, unless exceptional circumstances apply.

11. Contact Details

Email: admissions@tyndalecommunityschool.co.uk

Phone: 01865 454000

Address:

Tyndale Community School

William Morris Close

Oxford

OX4 2JX

13. Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) provides additional funding to early years settings to improve the education of eligible 3- and 4-year-old children. The funding is used to enhance learning experiences, support children's development, and help close attainment gaps.

Eligibility

A child may be eligible for EYPP if their family receives one of the following:

- Income-based benefits (such as Universal Credit or Income Support)
- Certain tax credits
- Support under the Immigration and Asylum Act 1999
- The child is looked-after by the Local Authority
- The child has left care under a special guardianship order, child arrangements order, or adoption order

Eligibility is determined by the Local Authority through a simple check completed using information provided by parents/carers.

Use of EYPP Funding

EYPP funding is used to:

- Enhance the quality of teaching and learning
- Provide targeted support for individual children
- Improve early language, communication, and social development
- Strengthen home-learning partnerships
- Support staff training and development

The school monitors the impact of EYPP spending to ensure it benefits eligible children effectively.

Government Guidance

Further information on EYPP can be found at:

Early Years Pupil Premium (EYPP) – [gov.uk](https://www.gov.uk)

<https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

Admissions for Two-Year-Old Provision (if applicable)

Where offered, places for two-year-olds will be allocated in accordance with:

- Government eligibility criteria
- Local Authority guidance

Priority may be given to funded children from disadvantaged backgrounds.

Charging and Fees

- Government funded hours are provided free of charge
- Charges may apply for:
 - Additional hours
 - Meals
 - Enrichment activities

Full details will be published by each school.

Appeals

There is no statutory right of appeal for nursery admissions.

However, if parents are dissatisfied, they may:

- Request a review of the decision by the school
- Follow the School's complaints procedure

Fair Access and Equality

The Trust will ensure:

- No child is discriminated against due to protected characteristics
- Admissions arrangements comply with the Equality Act 2010
- Fair access is maintained for all applicants

Data Protection

All personal data collected will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018

Privacy notices are available on school websites.

Further Information

Further information can be obtained from the School.

Key Terms

Academies

Academies are independent, state-funded schools, which receive their funding directly from central government, rather than through a local authority. The day-to-day running of the School is with the headteacher, but they are overseen by individual charitable bodies called Multi-Academy Trusts.

Within ODST, the academies are always referred to and known as ‘schools’.

Admission Arrangements

The arrangements and rules for a particular school at the normal year of entry (Reception, Year 3, 5 and 7) determine the procedures and decision-making for admitting pupils to the School.

Admission Authority

The body responsible for setting and applying admission rules for a school or schools. As a multi-academy trust the Oxford Diocesan Schools Trust (ODST) is the admissions authority for all its schools. ODST is legally responsible for determining admission arrangements. The Trust has delegated the administration of admissions to nursery classes to the School’s Local Governing Body (LGB).

Admission Number

The number of funded places, in part time equivalents (15hrs) agreed each year with the County Council and published in the Council’s Pupil Place Plan.

The number of additional (non-funded) places which the nursery offers.

The LA

The LA is referenced in Table 1.

Year

Refers to the academic year (September to August).

Reception

The year children become 5.

Summer-Born Children

Children born between 01 April and 31 August (based on the school year running from September to July).

Designated (Catchment) Area

Living within the School’s designated area gives a high priority for admission but there is no guarantee that a place will always be made available. The catchment area for the nursery will usually be the same as for the primary school. Designated areas can be viewed on the LA websites.

Oxfordshire County Council

[Oxfordshire schools search | Oxfordshire County Council](#)

Royal Borough of Windsor and Maidenhead

[Schools directory | Royal Borough of Windsor and Maidenhead](#)

Reading Borough Council

[Schools in Reading - Brighter Futures For Children](#)

West Berkshire Council

[School Admission Arrangements - West Berkshire Council](#)

Bracknell Forest Council

[School admissions arrangements | Bracknell Forest Council](#)

Parent

Section 576 of the Education Act 1996 defines 'parent' as:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person;
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- being granted a residence order;
- being appointed a guardian;
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare);
- adopting a child (in the case of stepparents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by:

- registering the child's birth jointly with the mother;
- through a 'parental responsibility agreement' between him and the child's mother;
- as the result of a court order.

In addition, a LA can acquire parental responsibility if it is named in the care order for a child.

Siblings

For admissions purposes, a brother or sister is defined as one of the following:

- A brother or sister (both parents the same) living at the same home address; or
- A half-brother or half-sister (one parent the same) living at the same home address; or
- A stepbrother or stepsister (sharing a parent who is married or in a civil partnership) living at the same home address; or
- An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

Sibling priority will only apply to those with a brother or sister attending the School at the applicant's 'time of entry'. This means there will be no sibling connection for applicants to the entry year group if they have a brother or sister who will have left by the time the younger child is due to start.

Education and Health Care Plan

A plan made by the LA under Section 37 of the Children and Families Act 2014, specifying the special education provision, health and social care required for that child. Therefore, this is not an oversubscription criterion.

Looked After Children

A 'looked after child' is a child who is either:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989 at the time of making an application to a school.

In Oxfordshire these children are also known as 'Children We Care For' (CWCF).

Previously “Looked After” Children

The School Admissions Code 2012 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after' children or children in care (defined in Section 22(1) of the Children Act 1989) to also include 'previously looked after' children. Children who were 'previously looked after' were defined for admissions purposes as those who, immediately after being in care, became subject to an adoption¹, residence, or special guardianship order².

A revised School Admissions Code came into force on 19 December 2014, and this stated that ‘previously looked after’ children include those who were adopted under the Adoption Act 1976

¹ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) or an order under the Adoption and Children Act 2002 (see Section 46 adoption orders).

² Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian/s. (see Section 12 - Adoption Orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see Section 46 - Adoption Orders). In addition, residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order

If applying on behalf of a “previously looked after” child, who was previously in state care in England, the parent will need to provide the following evidence:

- an Adoption Order under Section 46 of the Adoption and Children Act 2002; or
- an Adoption Order under the Adoption Act 1976; or
- a Child Arrangements Order; or
- a Residence Order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989; or
- a Special Guardianship Order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

Children who appear to have been in state care outside England and ceased to be in state care after being adopted (“internationally adopted previously looked after children”) (IAPLAC)

A further revised School Admissions Code was agreed in July 2021, and this came into force on 1 September 2021. The new Code further broadens the existing priority for 'looked after' children and 'previously looked after' children to include those children who appear to an Admission Authority to have been in state care outside England and ceased to be in state care as a result of being adopted. In the School Admissions Code 2021 they are referred to as “internationally adopted previously looked after children” (IAPLAC).

The Code regards a child as having been in state care outside England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Responsibility for determining whether a child is eligible to be considered as an IAPLAC rests with the Admission Authority. If there is doubt about the acceptability of evidence provided by the parent, advice will be sought from the relevant Virtual School. This Admission Authority will take a pragmatic approach to the decision-making process where evidence is lacking.

Home Address

The home address is where the child lives at the time of application. This is the address at which the child spends the majority of term-time school nights.

If parents are moving house, evidence of the move will be requested when considering any application for a place. Documentary evidence in the form of a solicitor’s letter to confirm exchange of contracts.

An address of a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made.

An address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement will not be accepted.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

Multiple Addresses

Where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which the child spends the majority of the school week as determined by the LA.

Measuring Distances from Home to School

Information about how measurements will be made to calculate home to school distances using a straight-line distance using the LA's Geographic Information System is available online. Please refer to LA websites listed in Table 1.

Government Childcare Support

15 hours free childcare for 3 and 4-year-olds (Universal Entitlement)

All 3 to 4-year-olds in England can get 570 free hours per year. It's usually taken as 15 hours a week for 38 weeks of the year. You can choose to take fewer hours over more weeks, if your childcare provider offers this option.

Free Childcare for Working Parents

[Free Childcare for Working Parents: Check if you're eligible - GOV.UK](#)

Children aged 9 months to 4 years old

30 hours of free childcare per week for 38 weeks of the year.

Child is 2 to 3 years old and the family gets extra support

30 hours of free childcare through 2 separate schemes if both of the following apply:

- Eligible for Free Childcare for Working Parents
- Parent/carers or child receives extra support

15 hours per week if the parent/carers or child get extra support (children will continue to get these hours even if the family is no longer eligible for Free Childcare for Working Parents)

15 hours per week through Free Childcare for Working Parents

30 hours of free childcare per week for 38 weeks of the year.

To apply, contact the early years team or Family Information Service at [your local council](#).

What counts as extra support

Families are classed as getting extra support if any of the following apply:

- In receipt of Universal Credit, and household income is £15,400 a year or less after tax, not including benefit payments

- Children with an Education and Health Care plan
- Children get Disability Living Allowance
- Children who have left care under an adoption order, special guardianship order or a child arrangements order

Grace Period

The grace period for the working parents' childcare entitlement allows children to keep funded hours for a short time following job lose or income changes. It typically lasts between 3 to 5 months, depending on exactly when the eligibility status changes.

Appendix

Legal Framework

These arrangements and over-subscription criteria meet all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

DfE Early Education and Childcare Statutory Guidance

www.gov.uk/government/publications/early-education-and-childcare--2/early-education-and-childcare-valid-from-1-april-2026

Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

EYFS Statutory Framework

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>