Poppyfield
Primary Academy

# Poppyfield Primary Academy
# Nursery Admissions Policy 2025 - 2026

**Poppyfield Academy Nursery Admissions Policy.**

Poppyfield Academy is a one form primary school, for children aged 4 to 11 years old in Hednesford in Staffordshire Local Authority and is part of Victoria Academies Trust.

Victoria Academies is an established multi academy trust created on 1st January 2014. The trust continues to build a family of like-minded schools who share our passion for real, immersive and purposeful learning. As a result, we have a proven track record for transforming our schools. Our academies are currently situated in a number of local authorities across the West Midlands including Staffordshire, Birmingham, Sandwell, Walsall and Worcestershire. All of our schools are within a one-hour' drive of each other.

Our core purpose – our reason for being – is to make our people become the best they can be. We have an audacious and ambitious goal that drives all that we do: To be most known as a trust that transforms its academies into brilliant, pioneering schools that stand-out through innovation and social change.

Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/ carers of potential pupils to understand.

**Nursery admission number and process**

Poppyfield Nursery operates from the Early Years provision of Poppyfield Primary Academy.

The nursery currently has a capacity of 26 places for children during the academic year in which they

turn four.

All 3- and 4-year olds are entitled to 15 hours of free Early Education Funding, (EEF), or if eligible, the 30 hours funding entitlement. At Poppyfield Nursery provision for rising three-year olds is valid from the term after their third birthday if the Nursery has available spaces. Subject to availability, Poppyfield Nursery can offer wrap around care 07.30 a.m. to 6 p.m. each weekday during term time only. This is run by Busy Buddies, a separate company.

Our main intake is in September; however, we will take children in January and April and throughout the year subject to the eligibility criteria and availability at that time.

Where a child has secured a place in our nursery the term after they turn 3 and this is in January or April (rising 3's), these children will then secure a place in our Nursery the following September with all available places after this being allocated subject to the eligibility criteria below.

**Oversubscribed Criteria:**

If the total number of applications for admission to the nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places. For September intake, children should have had their 3rd birthday on or before 31st August of the year of admission:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangement order or special guardianship order), including those children who

appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who have an older sibling in attendance at the school when the application is made and who will still be attending the school at the proposed admission date

For the purposes of this policy a brother or sister/sibling is:

- A brother or sister sharing the same parents
- A half brother or half sister where two children share one common parent
- A step brother or step sister where two children are related by marriage
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order/special guardianship or adoption)

3. Children who have a parent who is a member of staff at the preferred academy

4. Children who reside within the Catchment Area for Poppyfield Academy

5. Priority will next be given to children eligible for the pupil premium. Evidence of

eligibility will need to be submitted with the application. See notes below on eligibility

6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system. Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the next criteria.

For January or April intakes children must have had their 3rd birthday between the 1st September and the end of the term prior to that of admission:

1. The above criteria apply.

2. Places cannot be reserved for children and will be distributed subject to availability on the closing date for applications.

**Applications:**

The closing dates for all applications are as follows: The 31st March for a start date in September

The Friday before half term in October for a start date in January

The Friday before half term in February for a start date in April

**Reviewed: July 2024**

**Signature:**

**By: R. Scordis – Headteacher** **S. Davies – Chair of Governors**

**Review: July 2025**