



KESTREL MEAD

PRIMARY ACADEMY

Infant Site: Maidenwell Avenue, LE5 1TG

Junior Site: Mundesley Road, LE5 1WE



Twitter: @kestrelmead

Facebook: @kestrelmead

Website: kestrel-tmet.uk

Nursery Admission School Process



1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school nursery
- Set out the school's **arrangements for allocating places to the pupils** who apply
- To provide a fairer system to parents/carers

2. Legislation and statutory requirements

This policy follows guidance on allocation as per Leicester City Council's admission policy. Therefore, Kestrel Mead Primary Academy will follow these criteria when allocating spaces at the nursery

- Looked after children
- Children whom are within the catchment area and have siblings at the school
- Children whom are outside of the catchment area with siblings in the school
- Children whom are within the catchment area and have no siblings at the school
- Children whom are outside of the catchment area with no siblings in the school

School will not discriminate against SEN children but if offering a place to a child with Special Educational Needs will try to ensure adequate support is provided.

Appendix 1 shows our school's catchment area for your reference.

Gaining a place in our nursery does not guarantee a place in our reception, these places are allocated via LCC and you have to apply online.

3. School's nursery provision

School has a nursery setting which currently runs for 2.5 days, to make a total of 15 hours provision. We are unable to advise if this will be at the beginning or the end of the week for admission in 2025 at this point. We are unable to offer 30 hours funding. School will consider children who are receiving nursery provision at another setting for the remainder of the 2.5 days, this does not affect how places are allocated. Children remain in school for the two full days and one half day and would need to be provided with a packed lunch from home for the full days. They will receive milk and fruit on all three days. Your child must have had their third birthday before the 31st August 2025 to be considered for the following academic year September intake.

4. How to apply

School opens their application process for the following academic year from 1st September to 31st January. During this time, Nursery applications must be submitted using our online form as we are minimising the use of paper. Please follow this link to complete it:

<https://forms.office.com/e/L5uQF7FhGM>

This form must be completed in full **by noon on 31st January**. Any application forms received after this date will be put on a waiting list once we have allocated places from our initial forms received before noon on 31st January.

5. Allocation of places

5.1 Admission number

The school will have an agreed admission number of 26 pupils for entry in Nursery 2025.

5.2 Allocation

When you complete your application, the date and time will be stored on the system. After close of the deadline, 31st January, they will allocate spaces based on the order following criteria in point 2. In the first week of March we will write to all successful applicants and call all the unsuccessful applicants to advise parents that their child is now on the waiting list.

5.3 Waiting list

The waiting list will be used if a place is declined by the first round of applications on a first come, first serve basis. We will contact you by phone. Therefore, it is important to ensure we have your latest numbers to make contact. We will verbally offer you a place and ask you to follow this by collecting and completing a confirmation slip. If we do not manage to have contact with you within 24

hours we will move on to the next applicant. Your form will show when we have made contact and the numbers we have used to do so.

Appendix 1

