Henry Chadwick
Community Primary School

School Lane, Hill Ridware, Rugeley WS15 3QN
Tel: 01543 490354

Headteacher
Mrs V Barnes

Website: www.henrychadwick.staffs.sch.uk
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ADMISSION ARRANGEMENTS FOR NURSERY: ACADEMIC YEAR 2026-2027

Introduction

Since September 2018 Henry Chadwick Community Primary School has been responsible for managing its own admissions to the school's nursery setting. Children will be admitted in the September of the academic year in which they become four years old. However, if there is space within the nursery setting we can admit children who have turned three after the 1st of September, and who will be four the following academic year, as our class settings are mixed year groups,

This policy will be used to determine admissions to our nursery setting.

All nursery aged children are entitled to 15 hours a week funded learning and care in an early years' setting from the start of the term following their third birthday. Henry Chadwick Community School operates a once a year intake commencing on the 1 September. Our offer to parents is Monday to Friday 8.45am to 11.45am.

There is also an offer of an extended provision for those eligible for the additional 15 hours a week funded childcare (a total of up to 30 hours a week). Parents can check their eligibility via www.childcarechoices.gov.uk .The offer is flexible, by arrangement, from Monday to Friday 12.15pm to 3.15pm. There is a charge for the 11.45am to 12.15pm session plus the cost of a school lunch if taken. In addition, those who aren't eligible for the extended provision can book afternoon sessions at an additional charge.

The nursery class at Henry Chadwick Primary School can accommodate a maximum of thirteen children.

Application process and deadlines

For children born between 1st September 2023 and 31st August 2024 applications will be welcomed for your child to join Henry Chadwick Community Primary School on the 1st September 2026.

The application window for September 2026 opens on the **1st January 2026** and closes at **5pm on the 19th February 2026**. Offers will be made on **the 9th March 2026**. If you would like your child to attend our nursery setting you must complete an application form. Application forms are available on the school's website or you can email **admissions@henrychadwick.greywoodmst.co.uk** **or** **office@henrychadwick.greywoodmst.co.uk** requesting an application form either by email or post. All completed forms should be returned to **admissions@henrychadwick.greywoodmst.co.uk** or in person to the school office. Receipt of your application form will be acknowledged.

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Admission to our settings is determined by the oversubscription criteria detailed below. Following the closing date on the **19th February 2026** the Governors will consider applications in accordance with the admission criteria. Parents will be informed by email of their decision **by the end of the working day on the 9th March 2026**. If an email address hasn't been provided, the decision will be posted on the **9th March 2026** to the given home address. If your child is offered a place, you must confirm your acceptance to the school within one week **(16th March 2026)** otherwise the school may have to refuse places for other children unnecessarily. **If you have not accepted your child's place by 20th March 2026 your place will be offered to the next child on the waiting list**. However, if you wish to decline your offer of a place please let the school know as soon as possible so that your place can be offered to another child. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

Oversubscription Criteria
If the total number of preferences for admission to Henry Chadwick Community Primary School's nursery setting exceeds the number of places available, then the following order of priority will be used to allocate the available places. The length of time on any waiting list will not be taken into account.

1) **Looked After Children or children who ceased to be in care because they were adopted or became subject to a Child Arrangements Orders or special guardianship order.**
A Looked After Child is a child who is (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). An Adoption Order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child Arrangements Orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child Arrangements Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order. 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 (or special guardians).

2) Children who satisfy the following Test:
The child is distinguished from the great majority of other applicants either on their own individual medical grounds, special educational needs or by other exceptional circumstances. Medical or Special Educational Needs grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health or special educational reasons, why it is better for the child's health and will better meet the special educational needs of the child to attend the preferred maintained nursery rather than any other nursery. In accordance with legislation, children who have an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery.

Exceptional circumstances must relate to the choice of nursery and the individual child and any hardship which might be experienced i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer. In addition, it must be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred maintained nursery rather than any other nursery.

3) Children living within the defined catchment or cluster of the school

4) Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date.
For admission purposes, a brother or sister is a child who lives at the same address and either have one or both natural parents in common.

5) Children of staff who have, (a) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (b) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

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 the Local Authority's "School Search" tool to calculate home to school distance in miles (this information is generated by the Local Authority using a Geographical Information System).

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admission criteria, staff at Henry Chadwick Community Primary School will not seek to obtain the information on behalf of the applicant.

Tiebreaker
If the nursery is oversubscribed within any of the above categories preference will be given to children who live within the designated catchment area and closest to the school based on a straight-line measurement from school to the entrance of the property. The link provides further details in respect of Henry Chadwick Primary School and details of the catchment area.
https://apps2.staffordshire.gov.uk/scc/schooldetails/details.aspx?SchoolID=124103

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Additional information

1. Applying for a place in Reception class

Attendance at Henry Chadwick Community Primary School's Nursery setting will not guarantee admission to Henry Chadwick's Reception or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time, through Staffordshire County Council. Admission to a reception class will be in accordance with the Staffordshire County Council's Admissions Policy for community and controlled infant and primary schools.

2. Parental Responsibility

Schools and those with parental responsibility for a child: (Guidance from the Department for Education)

The definition of a parent in the Education Acts includes: a) all natural parents whether they are married or not; b) any person who, although not a natural parent, has parental responsibility for a child or young person; and c) any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. It is defined by the Children Act 1989. It gives parents the legal right to make decisions and choices, such as where the child will live or go to school etc. If the parents were married to each other at the time of a child's birth, or if they have been married to each other at any time since the child's conception, they each have parental responsibility. Having care of a child or young person means that a person who the child lives with, irrespective of what their relationship is with the child, is considered to be a parent in education law.

3. Home Address

The home address is considered to be the child's along with their parent/carers' main and genuine principle place of residence at the time of the allocation of places, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

If a child's home address changes during the admissions process, it is the responsibility of the parent/carer to inform the school immediately. Where there is a proposed house move taking place during the admissions process, the school will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move prior to the deadline of the application process. It will be necessary for sufficient evidence of permanent move to be provided by the applicant by this date before it will be considered for allocation purposes on the offer date. If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

4. Shared Parental Responsibility

Where parents have shared responsibility of a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. Henry Chadwick Community Primary School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

5. Limited Number of Places

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of the children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

6. Unsuccessful Applicants

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. Inclusion on a waiting list does not mean that a place will eventually become available at Henry Chadwick Community Primary School. A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

7. Right of Appeal

There is no statutory right of appeal for admission to a maintained nursery setting. Any dispute over the administration of the policy will be dealt with by Henry Chadwick Community Primary School's complaints procedure.