



Reach Academy Feltham

Nursery admissions policy

Document Control Table	
Title	Nursery Admissions
Category	Admissions
Owner	Admissions Lead
Date approved	16th December 2025
Approved by	Chief Operating Officer
Date of next review	December 2026
Updates/revisions	
Academies to note: This is a Reach template, but it must be checked for local context and procedures before being submitted for approval.	



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General

1. This Admission Policy (Policy) is part of the admission arrangements for the Nursery (Nursery) run by Reach Academy Feltham (School), which is part of Reach Schools (Trust), a multi academy trust.
2. Although managed and run by the School, the Nursery is a separate provision with separate admission arrangements which are set out in this Policy. The Nursery admission arrangements are different from the School's admission arrangements. This means that the Nursery is not a "feeder" nursery to the School.
3. Children who attend the Nursery do not automatically transfer to Reception Year of the School, and a separate application for admission in the "normal admission round" for Reception Year must be made in the usual way. Admissions to the School are dealt with under a separate School admission policy, available [here](#).
4. There is an oversubscription criterion in the School's admissions policy where a child is given priority admission where they attend the School's Nursery and are eligible for Early Years Pupil Premium at the time of application to the School. However, in all cases parents of pupils registered in the Nursery must apply separately for admission into Reception using the Common Application Form and the Supplementary Information Form for pupil premium eligibility.

5. A child attending the Nursery is not classified as a "sibling" for the purpose of admission to the School.

6. The "Admission Authority" for the Nursery is the Trust via its Board of Trustees. The Board of Trustees delegates some of its admission tasks to the Co-Headteacher.

7. The application of this policy and the performance of all admission related functions are carried out by the Admission Authority in compliance with admissions law as applicable to children who have not yet reached compulsory school age, as well as other relevant laws such as the Equality Act 2010, Human Rights Act 1998, and the law and statutory guidance relating to special educational needs, insofar as it may be relevant to nursery admissions.

8. A "parent" means a birth parent or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for the child), as well as other persons who are not the birth parent or adoptive parent of the child but who have care of and/or parental responsibility for them.

9. In determining whether a parent has care of a child at the time of application, any absence of the child or young person at a hospital or boarding school and any other temporary absence will not be taken into account.

10. The Nursery is fully inclusive and welcomes applications for the admission of children with special educational needs (SEN), disabilities and other protected characteristics defined by the Equality Act 2010. The Nursery's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty.

11. In this Policy, applicants for places at the Nursery are referred to as "child" or "children."

Children with an Education, Health and Care Plan (EHCP)

12. Children with an EHCP are not admitted under this Policy as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, which is responsible for making decisions as to which educational setting will be named in the EHCP as the one the child will attend.

13. Where the parents of a child with an EHCP want them to be educated at the Nursery, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the Nursery on its suitability and compatibility, before deciding whether to name the Nursery in the child's EHCP.

14. Where the Nursery is named in section I of the child's EHCP, it will admit the child, reducing the number of places available to other applicants.



Nursery Places

15. The Nursery offers part-time (15 hours) and full-time (30 hours) provision to children from the first day of the term following their second or third birthday. A total of 65 children aged 3 or 4 and 16 children aged 2 can be accommodated at the Nursery, 39 children (13 attend all day) aged 3 or 4 and 8 children aged 2 in the morning session and 39 children (13 attend all day) aged 3 or 4 and 8 children aged 2 in the afternoon session from Monday to Friday. A combination of full-time and part-time places is offered within these numbers, as set out below.

16. The Nursery offers the following places:

- a) Full-time places are offered from 8.20am to 3.20pm from Monday to Friday during term time. This is a seven hour period which includes 55 minutes for lunch, during which time children can either be collected at 11.20am and then returned at 12.20pm by their parents or other carer, or they can remain at the Nursery (when they will be provided with lunch) for a daily fee of £3 per child, which must be paid in advance (the cost of nursery provision over lunch is not covered by the government).
- b) b) Part-time places are for 3 hours of attendance per day, either five mornings from 8.20am to 11.20am or five afternoons from 12.20pm to 3.20pm, from Monday to Friday during term time. It is not possible to 'mix and match' morning and afternoon places by having a mixture of mornings and afternoons. Children with part-time places



cannot attend the Nursery during lunch, they must be collected at 11.25am if attending for morning sessions, or dropped off at 12.20pm for afternoon sessions.

17. All three and four year old children are entitled to 15 hours of free government funded childcare during term time, regardless of circumstances.

18. Some children are eligible for an additional 15 hours of free government funded childcare, taking this to 30 hours. The government's eligibility checker can be accessed here - [Get free childcare if you're working: Check if you're eligible - GOV.UK](#). Parents can apply for an EY voucher code through the Local Authority's website here - www.hounslow.gov.uk/free2.

19. Parents applying for a government funded full-time place must provide the School with their funding code for 30 hours nursery provision.

20. Where there is reference to "[families receiving extra support](#)" a parent or both parents (as the case may be) must be in receipt of an EY (Early Years) Voucher code to qualify for this funding.

21. Where there is reference to "[working parents places](#)" a parent or both parents (as the case may be) must provide evidence of their working status in the form of a government code.

22. Places available for 2 year-old children are offered only where a parent or both parents (as the case may be) qualify for families receiving extra support. In these cases, the number of places available for 2 year-old children is as follows:
- a) 8 children aged 2 years eligible for extra support 15 hours' funding in the mornings from 8.20-11.20am
 - b) 8 children aged 2 years eligible for extra support 15 hours' funding in the afternoons from 12.20-3.20pm.
23. The number of places available for 3 and 4 year- old children is as follows:
- a) 13 children aged 3-4 years eligible for 30 hours funding all day from 8.20-3.20pm;
 - b) 26 children aged 3-4 years eligible for 15 hours funding from 8.20-11.20am;
 - c) 26 children aged 3-4 years eligible for 15 hours funding from 12.20-3.20pm.
24. Places are offered at the Nursery are available during term time only (38 weeks) and the Nursery is closed during school holidays.

Application Process

25. To apply for a place at the Nursery, a Nursery Application Form must be completed by one parent. This form is available to download [here](#); on the School's website, or in hard copy from the School's main office.

26. Once completed, the Nursery Application Form must be submitted to the School's main office by hand delivery, post or via email to admissions@reachacademy.org.uk or by completing the online application form above.

27. The deadline for submitting applications for admission into the Nursery for September is 26th March 2026.

28. When the Nursery is full, it will maintain a continuous waiting list for entry in-year for children who were unsuccessful in achieving an offer of a place.

29. Parents may join the waiting list by accessing the [Nursery Application Form](#).

30. Places for in-year admission will be allocated in accordance with the oversubscription criteria when a place becomes available.

31. Applications received late will not be processed until all applications received during the application period set out above have been processed and places allocated, which may reduce the likelihood of achieving an offer of a place.



Child's Home Address

32. The "child's home address" is the residential (not business) address at which the child normally lives and sleeps for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their application.
33. The child's home address will be used when processing the application for admission.
34. Where the child resides with more than one parent and there is a 50% split between the time described above, the home address will be that used in the application.
35. Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include proof of ownership and renting.
36. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the child's permanent home address may be requested. If the child/sibling moves address during the course of the application process, the London Borough of Hounslow, or (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition in this admissions policy, and of the expected moving date.
37. Applications are welcome for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quarters address may be used, at the parent's request.

Oversubscription Criteria

38. Where there are fewer applications than places available, all children will be offered a place.

39. Where there are more applications than places available, the order in which places will be allocated will be:

39.1. Looked after and previously looked after children

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order, as well as a child who appears to the Admission Authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this criterion may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status.

Documentary evidence must only include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such as personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.

In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying

the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found [here](#).

Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.

Where no documentary evidence can be provided, the application will be considered on the available evidence.

39.2. Children with an exceptional medical and/or social need to attend the Nursery

For inclusion in this criterion, the child must have an exceptional medical and/or social need that means that only the Nursery is suitable for them to attend and no other alternative nursery would be suitable.

Parents should note that the criteria in this category set a high threshold to meet. For the avoidance of doubt, simply having a medical, behavioral or mental health condition, and/or special educational or other needs, will not be sufficient without other compelling evidence from the professional that only the Nursery is suitable for the child to attend, and no other alternative nursery is suitable, and this is caused by the child's exceptional need.

Applications in this criterion must be accompanied by a completed Children with an Exceptional Medical and/or Social Need Supplementary Information Form, to be received by the application deadline. This form is available to download [here](#); on the School's website, or in hard copy from the School's main office. The same parent must complete both this form and the Supplementary Information Form giving only their own details. Part A of this form must be completed by the parent whose details are given in the application for admission. The form must then be given to a medical or other professional (e.g. GP, hospital

consultant, psychiatrist, psychologist or social worker) for completion of Part B, signing and dating before it is submitted with the application (a dated and signed statement on letterhead from a professional may be accepted instead of a completed Part B).

Children deemed not to meet the criteria for inclusion in this category will be placed into the next category that applies to them below.

39.3. 2 year-old Children who already attend the Nursery

This criterion applies to applications for a place at the Nursery for 3 and 4 year old children only. For inclusion in this criterion, the child must be attending the Nursery for 2 year-old children, with either a full-time or part-time place, at the time of the application deadline.

For inclusion in this criterion, parents must confirm attendance at the Nursery in the application form. As these children will already be registered as Nursery pupils, the Admission Authority will check the Nursery's records to confirm registration.

39.4. Children with a sibling attending Reach Academy Feltham or Reach Academy Hanworth Park at the time of application and who will continue to be on entry

The sibling must be a registered pupil in Reception Year to Year 11 at either Reach Academy Feltham or Reach Academy Hanworth Park at the time of application, and it is anticipated that the sibling will still be a registered pupil when the applicant child starts at the Nursery. For the avoidance of doubt, this means that children attending the Nursery or siblings in Year 11 who will have left at the time the applicant child starts at the Nursery will not meet the definition of a "sibling" for the purposes of this policy.

A "sibling" means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one, both or no parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this Policy). For the avoidance of doubt, a child of an extended family member (e.g. cousin, grandchild or child of another child of the family), or the child of a friend, will not meet the definition of a "sibling" even if they live at the same address as the applicant child.

Parents will be expected to provide satisfactory documentary evidence of the child applicant's home address, and/or the home address of others (e.g. siblings, children of staff), and/or family relationships where appropriate. This may include proof of ownership and renting.

39.5. Children of a staff member of Reach Academy Feltham

For inclusion in this criterion, the staff member must be employed by Reach Academy Feltham for more than 50% of their normal working hours each week during term time, and have been:

- a) Employed by the School for at least two years at the time of application; and/or
- b) Recruited to fill a vacant post at the School for which there is a demonstrable skill shortage, as confirmed by their HR Manager.

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one Nursery or School within the Trust.

The staff member may be full or part time and teaching or non-teaching staff.

For clarity, where the staff member is also the parent of the child, the staff member is not required to reside at the same home address as the child.

39.6. Children living in TW13 or TW14

The child's home address (as defined in this Policy) must have a TW13 or TW14 postcode at the time of application and parents anticipate that the child will continue to live at that address by the time of admission.

39.7. All other children

All applicant children not qualifying under any of the criteria above will be allocated places in this criterion.

Tie Breaker

40. In each of the oversubscription criteria above, where there are more applicants than places, the places will be allocated by random lottery in front of a person who is independent of the school.

Twins, Triplets and Siblings of a Higher Multiple Birth

41. Due to strict adult-to-child ratios, twin, triplets and children of high multiple birth will be treated as individual applicants when their applications are processed. Additional places

cannot be offered to siblings who were unsuccessful above the maximum number of places set out above on the basis that one of the group achieved a place.

Waiting List

42. When the Nursery is full, it will maintain a continuous waiting list for entry in-year for children who were unsuccessful in achieving an offer of a place.
43. Parents may join the waiting list by accessing the Nursery Application Form at anytime and places are allocated in accordance with the oversubscription criteria. Places for in-year admission will be allocated to those who have applied by the published deadline.

Challenging the refusal of a place

44. Parents do not have a statutory or other right of appeal against the refusal of a place at the Nursery.
45. Where parents believe that they have been incorrectly refused a place (for example, they believe that the oversubscription criteria have not been correctly applied to their application), they may submit a complaint to the Nursery under its published Complaints Policy. This can be found [here](#).

Review and adoption of this Policy

46. The Policy is not governed by the School Admissions Code 2021 and is not therefore subject to the statutory timetable for consultation and determination of admission arrangements for the School are.

47. However, the Nursery has a duty under public law to have fair, clear and objective policies, including the arrangements for admission to the Nursery, which are reviewed and republished each year.