



THE CARLTON
INFANT ACADEMYTM

Nursery Admission Policy

Approved by:	Governing Body	Date: July 2025
Last reviewed on:	September 2025	
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Section 1. Aims

At The Carlton Infant Academy, we recognise the vital role early years education plays in shaping the development of our youngest learners. We are committed to providing high-quality nursery provision for children from the age of two, starting from the term following their second birthday (subject to eligibility).

We offer three intake periods each academic year for eligible two- and three-year-olds: September, January, and April. Parents will be contacted during the half-term preceding their child's expected start date to confirm the outcome of their application. If a place is offered, we will provide full details regarding the admissions process and clarify the session allocation—morning (AM), afternoon (PM), or a 30-hour placement.

This policy is designed to ensure:

- Clear communication with parents and staff regarding nursery place availability and provision.
- Transparency in the admissions process for children entering our nursery.

The designated lead responsible for the implementation of this policy is Miss A. Scrivens.

Section 2. Roles and responsibilities

2.1 The Governing Board

The Governing Board holds ultimate responsibility for ensuring this policy is effectively implemented, regularly reviewed, and consistently followed.

2.2 The Headteacher

The Headteacher will ensure that all staff are fully informed of this policy and understand their responsibilities in its implementation.

Section 3. Equal opportunities

The Carlton Infant Academy is committed to ensuring that all children have the opportunity to access nursery provision, regardless of their individual circumstances. We actively promote equality, diversity, and inclusion within our Early Years Foundation Stage (EYFS) nursery setting. Every child is entitled to high-quality early education, and our admissions process is designed to be fair, transparent, and inclusive. We strive to remove barriers to access and foster a nurturing environment where all children are respected, valued, and supported to reach their full potential

Section 4. Our Provision

At The Carlton Infant Academy, we offer morning (AM), afternoon (PM), and 30-hour nursery placements for both **two-year-old** and **three-year-old** children.

Your child is eligible for a nursery place from the school term after their birth second or third birthday depending on eligibility.

Birthday between	Earliest Your Child can Start Nursery (2-year-old provision)	Term
01 April – 31 Aug	September following their 2 nd Birthday	Autumn
01 Sep– 31 Dec	January following their 2 nd Birthday	Spring
01 Jan – 31 Mar	April following their 2 nd Birthday	Summer

Birthday between	Earliest Your Child can Start Nursery (F1 provision)	Term
01 April – 31 Aug	September following their 3 rd Birthday	Autumn
01 Sep– 31 Dec	January following their 3 rd Birthday	Spring
01 Jan – 31 Mar	April following their 3 rd Birthday	Summer

Funded Early Education Entitlement for Two-Year-Olds (15 hours)

Eligible two-year-old children are entitled to 15 hours of funded early education per week. At The Carlton Infant Academy, this provision is offered through the following session options:

- Morning sessions: 8:30am – 11:30am (Monday to Friday)
- Afternoon sessions: 12:30pm – 3:30pm (Monday to Friday)

Parents and carers of eligible children must apply for a unique eligibility code to access this funding. Applications can be made via the Nottinghamshire County Council website: [Funded 2 year old places for families receiving some additional forms of financial support | Nottinghamshire County Council](#)

Please note that without a valid eligibility code, your child will not be able to start nursery at our school.

Funded Early Education Entitlement for Two- and Three-Year-Olds (30 Hours)

Eligible two- and three-year-old children may be entitled to 30 hours of funded early education per week. At The Carlton Infant Academy, this provision is offered through the following session options:

- Daily (Monday to Friday), 8:30am – 2:30pm – funded through the 30-hour entitlement
- Daily (Monday to Friday), 8:30am – 3:30pm – available at an additional cost.

Parents and carers must apply for a unique eligibility code to access this funding.

Applications can be made via the government website: [Free Childcare for Working Parents: Overview - GOV.UK](#)

Please note that without a valid eligibility code, your child will not be able to start nursery at our school.

Section 5. Nursery Admission and Reception Admission

Nursery Admissions and Allocation of Places

Please note that securing a place in The Carlton Infant Academy's nursery does **not** guarantee admission into the Reception class. Nursery attendance does not confer priority status for Reception admissions, which are subject to a separate application process in accordance with the local authority's admissions criteria.

Parents and carers wishing to apply for a nursery place must do so through the school office and request to be added to the nursery waiting list.

In the event that the nursery is oversubscribed, the following priority criteria will be applied:

1. Children who are looked after by a local authority, or previously looked after, including those who were in state care outside of England.
2. Children with a sibling currently attending The Carlton Infant Academy.
3. Children eligible for 2-year-old funding due to economic deprivation.
4. Children who were added to the waiting list at the earliest date.