

Local Authority Nursery Admission Policy

Document Details: Local Authority Nursery Admission Policy

Status: 0.1

Date: February 2026

Document Location: [School Admissions Policies and Appeals | Worcestershire County Council](#)

Contact: School Admissions by email: schooladmissions@worcestershire.gov.uk

Contents

Local Authority Nursery Admission Policy	1
Contents	2
Introduction	3
The Funded Entitlement	3
Over-subscription Criterion	4
Definitions	4
Children Looked after and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.	4
Siblings	4
Children of Staff	4
Straight Line Distance	4

Introduction

This is a common admissions policy for Worcestershire Local Authority (LA) maintained nursery provision. It has been drawn up in consultation with headteachers and ensures that nursery admissions are based on common principles but at the same time are sensitive to local and individual needs.

The LA reserves the right to advise and, where necessary, to take responsibility for the allocation of nursery places in individual schools.

Attendance at an LA maintained nursery does not give entitlement or greater priority for a reception place in the school providing the nursery provision, for the period of statutory education. Places in reception classes are allocated as per the admissions policy for the school.

The Funded Entitlement

Children aged 9 months – 5 years of age may be able to access 15 or 30 hours per week of funded early education, dependent upon eligibility criteria:

Funding Type	Age	Maximum funded hours
Universal hours	Term after a child's 3 rd birthday	15 per week, 570 per year
Working Family hours (valid Eligibility Code is required)	Term after child turns 9 months	30 per week, 1140 per year*
Families in receipt of additional support (FRAS) (application is required)	Term after a child's 2 nd birthday	15 per week, 570 per year

*For children entitled to both Working Family entitlement and Universal or FRAS funding, the maximum funded entitlement is 30 hours per week.

Please note:

- Parents/carers are responsible for ensuring that the relevant application processes have been completed; where a Working Family Eligibility Code has been issued, it is the parent/carers responsibility to renew the Code every three months.
- A Parent Declaration Form must be completed by the parent/carer to enable the school to claim funding for their child/ren.
- The parent/carer is responsible for paying for any additional hours and/or services they have opted to access for their child.

The funded entitlement can be accessed flexibly across a range of provides with LA maintained nurseries offering all or some it.

Maintained nurseries in Worcestershire offer places for children at different ages and at different times in the year. Please see the appropriate school website for information about their individual offer and how to apply for a nursery place; each school manages their own nursery application process. Where more applications than places available are received, the school will apply Over Subscription Criterion to allocate the places.

Over-subscription Criterion

1. **Children Looked after and previously Children Looked after** including those who appear to have been in state care outside of England;
2. **Children of Staff**;
3. **Siblings**;
4. **Children with additional needs and receiving support from an external professional agency, such as the Speech and Language Team or CCN Team**
5. **Children accessing their full early years entitlement (15 or 30 hours) at the school (this criterion is optional for each setting to decide if they use or not)**
6. **Other Children.**

In each criteria, children will be ranked in accordance with **Straight Line Distance**.

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the provision named in the Plan.

Definitions

Children Looked after and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

Siblings

A brother or sister of pupils already attending the nursery or school. In order to qualify for a place on the grounds of a sibling, the sibling must be on the roll of the school or nursery at the time of the younger sibling being admitted to the nursery. The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address..

Children of Staff

Children of any member of staff employed at the school or the nursery.

Straight Line Distance

The measurement will be taken using the GeoCode (Nodal) Points for each property and the GeoCode (Nodal) point for the School. The Local Authority uses a GIS software package to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery).