



Holly Hill  
Church School

## **Admissions Policy**

### **Nursery**

### **September 2025**

*As a Christian school our vision is to promote 'Life in All its Fullness.' Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love. It is within the vision and the ethos that this policy is written and will be implemented.*

Dated Issues: July 2023

Review Date: July 2024

Approved at FGB: 17<sup>th</sup> July 2023

Signed: ..... (Chair of Governors)

**Determined** Holly Hill Church School – Nursery Admission Criteria September 2025

School name	<b>Holly Hill Church School Nursery</b>		
School address	New Street, Rubery, Rednal, Birmingham B45 0EU		
Executive Headteacher	Miss C Taylor	Tel no:	0121 675 8700
Head of School	Mr M Carr		
Admission Number:	26 places if nursery is open 3 days a week (15 hours) 52 places if nursery is open 5 days a week (offered in 2 sessions of the 15 hours)		

**Timings and Procedures**

Registration for Admission to Nursery	All parents are requested to register pupils as soon as possible as this will assist the School in making future plans. Registration does not imply that a position will be available when the child reaches nursery admission age.
Timings	<p>Parents will be asked to confirm their wish for a place for their child in Nursery as follows:</p> <p style="text-align: center;">September intake – in March</p> <p>If any places are available for further intakes, this will be as follows:</p> <p style="text-align: center;">January intake – in by October half term Easter intake – by February half term</p> <p>The school will inform parents if a place is available at the nursery as follows: September intake – in May January intake – in November Easter Intake – in March</p>

## Criteria

<p>Admissions policy statement</p>	<p>The aim of this policy is to help parents understand the admission process for Holly Hill School Nursery. Certain aspects of the policy are written in line with the advice given to all schools by the Department of Education.</p> <p>We are able to admit up to 26 pupils per session. Children are admitted from the age of 3 years in the term after their third birthday.</p> <p>Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications received by school will follow the criteria identical to the school's admission policy for reception year September 2025.</p>
<p>This is a Christian school, supported by the Methodist Church and the Church of England that sets out to serve the whole community. We welcome children from all sections of the community, including those whose families attend a Christian church alongside those of other faith communities or none. If admissions have to be restricted by the number of places available, the governors will admit children in the following order of priority:</p>	
	<p>1. Children looked after by a Local Authority (in line with section 22 of the Children Act 1989) at the time of making and application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after. From September 2021 this includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.</p>
	<p>2. Children who have siblings in the school, or Reaside Academy, who will still be in attendance when the applicant enters Nursery, defining sibling as in the notes below.</p>
	<p>3. Nearness of the child's home to the School.</p>
<p>Children with a statement of special educational needs/EHC Plan</p>	<p>Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the school that is named in the statement/plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.</p>

<p>Looked after or previously looked after children.</p>	<p>A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, special guardianship or child arrangements order.</p> <p>In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.</p>
<p>Siblings</p>	<p>Siblings (brothers or sisters) are considered to be those children who live at the same address and either:</p> <ol style="list-style-type: none"> <li>1. have one or both natural parents in common; or</li> <li>2. are related by a parent's marriage; or</li> <li>3. are adopted or fostered by a common parent.</li> </ol> <p>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</p> <p>Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</p>
<p>Parents</p>	<p>For the purposes of education law, the Department for Education considers a 'parent' to include:</p> <ul style="list-style-type: none"> <li>• all biological parents, whether they are married or not;</li> <li>• any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative;</li> <li>• any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.</li> </ul>
<p>Nearness to school</p>	<p>If offering places with any one of the criteria would cause the schools admissions number to be exceeded, then children living</p>

	<p>nearest will be offered first. Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main gate of the school. Birmingham Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.</p> <p>A child's home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the week (Monday to Friday). If care is split equally, parents can choose which address will be used. Parents may be requested to supply documentary evidence to support the address used.</p>
Tie Breaker	If it is not possible to decide between applications of those children who are the final qualifiers for a place when applying the admissions criteria, the Governors will randomly select the child to be offered the final place.
Waiting list	A pupil's position on the waiting list will be consistent with the admissions criteria and not the length of time a prospective pupil has been placed on the list. If an application is received after the deadline date and places have been allocated, an offer will not be withdrawn to accommodate the latecomer. A waiting list will be held in strict oversubscription criteria order until at least the first term of the academic year. Each child added to the waiting list will require the list to be ranked again in line with the oversubscription criteria.
Complaints	If you are unhappy with a decision made by school, please refer to the School Complaints Policy. A copy is available on the school website.
	Parents considering applying for a place at Holly Hill School are very welcome to telephone or visit the school office and make an appointment with the head teacher.

### **Rising 3s**

If Holly Hill nursery is open for 5 days a week and is not at capacity by the end of October of that academic year, applications will be considered and offered to children eligible to commence Nursery in the term after their 3<sup>rd</sup> birthday. This will be for a January start date.

Children are admitted without reference to ability or aptitude. Admission criteria is followed if there are limited places.

If the nursery is still not at capacity in March, an Easter start will be considered and offered to those who turned 3 in the Spring Term. This will be for a Summer term start date.

### **30 hour funding**

If the nursery is open 5 days a week, and places are available, Holly Hill invite admissions from children who access 30 hours funding. Please speak to the Office Manager in respect to this.

### **Nursery place and Reception**

Attendance at the nursery does not guarantee a place in Reception and parents need to apply for the Reception admission separately by applying directly to the local authority.

### **Other Information**

- Fully completed Admission Forms are required for each child entering the School. Admissions forms are kept securely in line with our Data Protection Policy.
- The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.
- A copy of the child's birth certificate must be seen by the Office Manager and accounted for on the admission form.
- The school reserves the right to ask for proof of the criteria for admission, including home address.
- In accepting a place it is expected that children will attend all nursery sessions their child has been allocated, and arrive to nursery on time.
- There is a maximum of 26 places for the Nursery for each session. There will be a ratio of one full time adult to 13 children with a minimum of two adults, one of whom will be a qualified teacher.
- Parents whom have expressed an interest for January or Easter intake will be informed if the Nursery is full in the September of that academic year in order to allow them to make alternative arrangements for their child.