



Brontë Academy Trust
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ADMISSIONS POLICY

Lees Primary Nursery 2025-6

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
DH	Chair of Governors	3/10/25	1	3/10/27

Lees Primary School is a small one form semi-rural school with Nursery Provision. The Nursery admits 25 children per year. Children are usually admitted into Nursery part-time/full time in September of the year in which they become four and into Reception full-time in the September of the year in which they become five. We can however, take some children when they are just turned Three.

Every 3 and 4 year old child is entitled to 15 hours funded early year's education in the September following their 3rd birthday. This is known as universal offer.

Some 3 and 4 year old children whose parents are working are also entitled to an additional 15 hours funded early year education in the September following their 3rd birthday until they attend reception class. (see eligibility criteria section below) This is known as the extended entitlement.

Parents will be offered the following sessions.

1. 30 hours additional funding for working parents will be full days 5 days a week term time only.

Eligibility for 3 and 4 year olds

Universal entitlement:

Children are eligible the term after their 3rd birthday, birth certificates or passports must be checked to

determine eligible date of birth.

Extended entitlement:

It is up to the HMRC to determine eligibility of parent and not providers. All queries around eligibility must be directed back to HMRC. **Tel: 03001234097.**

If parents think they meet the criteria they need to go to [Childcare choices](#) website and apply for an eligibility code. If they are successful they will be given an 11 digit HMRC eligibility code, parents must give the code to the providers who are offering funded hours for their children. Providers must then check the code using [Bradford Funded Hours Checker](#).

Once the code is verified a place can be offered if available.

Eligibility criteria:

You, and any partner, must each expect to earn (on average) the equivalent of working 16 hours a week at your national minimum wage (£125 at the National Living Wage, less if you are on the National Minimum Wage)

If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You can't get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.

Your child can start in their childcare place the September after they turn 3 years old and have received a valid 30 hours code. To keep your 30 hours free childcare place you need to check your details are up to date every 3 months.

If a place becomes available in Nursery mid-year it will be offered to the child nearest the School on the waiting list provided they are aged at least 3.

Where the number of applications for Lees Primary School exceeds the number of places available, priority will be given to:

1. Those children who are looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Those children who have a brother or a sister who will be attending Lees Primary School at the time of admission.
3. Those children who live closest to the school as measured by a straight line between the child's home address and the school's main entrance

Notes:

- A child who has an Educational Health Care Plan that names Lees Primary School will be admitted without reference to the above criteria (Providing the School can meet their needs)
- “Brother or sister” refers to children living in the same family; e.g. foster children, step-brother and sister, etc. This also applies to children whom are in split care of two parents.
- Attendance at Lees Primary School’s Nursery does not guarantee admission into school. A separate application must be made for each.
- The above criteria may be overridden and a place offered where the child has a relevant medical condition that is supported by written evidence from a health professional.
- Where the offer of places to applicants measuring identical distances from the school would lead to over-subscription, the decision regarding who will be offered a place will be made by random selection.

Declaration of Responsibility

This Educational Visits and School Trips Policy was reviewed and formally adopted by Lees Primary School on

10/12/25



Signed Chair of Governors



Signed Headteacher