Lee Royd Nursery School

Admission Policy 2026 - 2027

Written by: Karen Smith – Headteacher

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Approved by Governors: Oct 2026

Review: Annual basis

Admission Policy

Lee Royd Nursery School is a Lancashire County Council maintained nursery school in Accrington. We have places for up to 115 children between the ages of 2 and 4 years. Most children attend on a part time basis, either 5 mornings or 5 afternoons each week. We also offer 30-hour places for 3 and 4 year olds with eligible working parents.

Session times are as follows:
Morning session – 9:00am – 12am
Afternoon session – 12:45pm – 3:45pm

Parents may register their child's name by completing an application form available from the nursery and returning it with a copy of the child's birth certificate. Children who are two or three years of age by 31st August prior to entry at the start of the Autumn Term will be considered for admission.

Children who receive 2 year old funding, will receive it the term after their 2nd birthday. Parents must produce their funding letter as they apply for the 2 year old place. Places available for the 2 year olds are either 5 morning sessions 9:00a.m. to 12:00noon, or five afternoon sessions, 12:45p.m. to 3:45p.m.

We aim to ensure that our places are offered in a fair, clear and objective way manner and therefore follow Lancashire County Council policy and associated procedures as below:

Admission Policy for Maintained Nursery Schools and Nursery Classes in Community and Voluntary Controlled Schools

When a nursery has more applicants than places available, children are offered places in the following order:

1. Children in public care (looked after children), previously looked after or those children at risk of becoming looked after and those adopted from overseas.
2. Children with statements for special educational needs (SEN) and those with exceptional/strong SEN reasons for attending a particular school/setting.
3. Exceptional/strong medical, social, welfare reasons (associated with the child and/or the family) for attending a particular school/setting.
4. Children who are eligible for FEYE2.
5. Children who will have a sibling in attendance at the time of their admission.
6. Parents/carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission).
7. Those living nearest the school/setting.

Tie-breaker

The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure.
If the Local Authority is unable to distinguish between applicants using the published

criteria (e.g. Siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw.
The distance measure is a straight-line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by ordnance survey data). Entitlement to early education funded (EEF) places.

Please note that if you have access to 15 hours per week of EEF provision at a maintained* nursery school or class, then you cannot also have funded provision at a private, voluntary or independent nursery.

(* Maintained means funded via the Local Authority)

· Parents/carers must provide the necessary evidence and contact names/email/telephone numbers with their application.
· Siblings are defined as brothers, sisters, stepbrothers, stepsisters, half-brothers, half-sisters, adopted and fostered children living with the same family at the same address.
· The distance tie-breaker will be used should there be oversubscription within any of the stated admission criteria. In most cases, children will be admitted to the nursery school or class of their parent's preference.

Occasionally, however, a school or class will receive more applications than there are available places. Parents will be able to seek provision elsewhere and can also request that their child's name be placed on a waiting list for places at their preferred school or class. Should places become available, then these will be offered in accordance with the published admission criteria and not on a first come first served basis.

Medical Social and Welfare Reasons:

If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to a particular nursery, you must indicate that this is the case on your application. These may include serious medical or psychological needs or disabilities which make travel more difficult. Please bear in mind that all nurseries can make provision for special educational needs and can also manage common medical conditions e.g. asthma, epilepsy or diabetes etc. Where exceptional medical, social or welfare reasons are identified, supporting evidence will be required. This may be from whatever source(s) the applicant feels is/are most appropriate. Examples of providers' evidence are doctors, health visitors, social workers. Only exceptional reasons relevant to a particular school or class will normally be considered.

If you do not provide supporting evidence, then it will not be possible to consider the application under the medical, social and welfare criteria.

Parents may apply for nursery places and send supporting evidence at a later date. It is strongly recommended that this is submitted by the closing date for applications.

After the closing date, during the early stages of the allocation process, all claims of

exceptional medical, social and welfare reasons are considered. Where the reasons claimed are not considered exceptional, then the application will then be dealt with under the other admission criteria for the nursery school/class.

All information which is submitted will be considered as being confidential. Training, education, local work or local established child care. If parents/carers wish an application for a nursery place be considered under this criteria, then they must provide evidence to support their application.

This may include:

· written confirmation from a college/training provider of your future enrolment or current participation. This should confirm the start and end dates of any programme and the day and hours per week of your participation
· written confirmation from an employer of your place/address of work and the days/hours per week involved
· written confirmation from a childminder about any existing or ongoing childcare arrangements including the date on which they started and the address where the child is situated under the arrangement

Single Remaining Place – Additional Tie-Break

If a single place remains available at a nursery school or class and the next application is for twins/triplets etc., then flexibility will be exercised wherever possible to allocate places for both/all of the children. Individual nursery schools and classes must liaise with the Local Authority if this situation arises.

Where a single place remains and there is more than one remaining applicant, an additional tie-break may occasionally be required, e.g. where there are two identical measures for the single remaining place. In these circumstances, a random draw will determine which child will be offered the place.

Accuracy of applications

In relation to all applications, individual nurseries and the Local Authority or the governing body of a voluntary aided or funded school/class will investigate the accuracy of any information which is provided. Places may be withdrawn if they have been offered based on inaccurate information.

Flexibility

3 and 4 year old children can be admitted on a part time basis, (15 hours), either five mornings, 9:00a.m. to 12:00noon or five afternoons, 12:45p.m. to 3:45p.m. Which are **FREE THREE HOUR SESSIONS**.

Children can also be admitted on a full time basis, (children who are receiving the 30 hours funding), providing they have applied for the 30 hour funding code. Without this code the child will not be eligible to take up the 30 hours place.

Deferred places from Primary Schools

Children who meet the age criteria for full-time primary education—typically in the term following their fifth birthday—who wish to defer their school place in favour of attending Lee Royd Nursery School must submit an application in accordance with Lancashire County Council procedures by the deadline of 15 January in the year prior to the September intake.

This policy was adopted on: 1st September 2026