



**PORTSDOWN**  
Primary School & Early Years

# Nursery

# Admissions policy

Portsmouth Primary School and Early Years

**Approved by: Governing  
Body**

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### 1. Aims

This policy aims to:

- Explain how to apply for a place at the Nursery
- Set out the Nursery's arrangements for allocating places to the children who apply

### 2. Legislation and statutory requirements

This policy is based on requirements set out in the [2025 statutory framework for the Early Years Foundation Stage \(EYFS\)](#).

### 3. Definitions

**Looked after children** are children who, at the time of making an application to a nursery are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

#### **4. How we ensure Portsdown Nursery (as a key part of Portsdown Primary School and Early Years) is known about in our community**

We will ensure that the existence of Portsdown Nursery is widely advertised in places accessible to all sections of the community through word of mouth, prospectus, posters, leaflets and awareness through local Children Centre Services and health visitors and clinics, Portsmouth Early Years Chat and on the internet.

We ensure that information about our setting is accessible in written and spoken form. Where appropriate we will seek the advice of the Ethnic Minority Achievement Service (EMAS) in providing information in more than one language. The school's website has links to translations.

We will describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and carers including childminders.

We will describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from gender, Special Educational Needs, disabilities, social background, religion, ethnicity, or from English being a newly acquired language.

We consult with parents and families through questionnaire and day to day contact. We aim to meet Parents' needs through opening times as long as it is financially viable for the setting to do so.

We are open term time only, with the exception of bank holidays and five school INSET days. We normally open between the hours of 7.45a.m.- 3.00p.m. with main sessions being 9am-12pm, 12pm-3pm or 9am-3pm.

#### **5. How to apply**

To be considered for a Nursery place, Parents/Carers must complete an application form and return to the Portsdown Primary School and Early Years School Office or the Nursery with the child's birth certificate. All applications must be dated with the date of application which is countersigned by office staff/nursery staff on receipt.

## 5.1 Funding for Nursery places

Please see the Nursery Charges and Remission Policy for details about the funding and charges for nursery places.

## 6. Oversubscription criteria

If the nursery is oversubscribed, applications will be considered first according to the following priorities set out below. When waiting lists are necessary, they are arranged per age group room. We take account of the following:

1. Children who are looked after by the local authority (i.e. in care or provided with accommodation by the authority for a continuous period of more than 24 hours).
2. Children who have supported places through receipt of Two-Year-Funding.
3. Children who have a significant medical, physical or psychological condition. Evidence must be attached with the application form. Applications must be supported by written evidence from a medical professional involved stating why the preferred Nursery is the most appropriate for the child and reasons why other Nurseries in the city are inappropriate. All applications received under this category are referred for multi-disciplinary assessment for consideration. The nursery reserves the right to reject an application if, after the assessment and careful consideration, it is felt that we are unable to meet the needs of the child.
4. Children whose parents have a religious or philosophical conviction for attending Portsdown's nursery. Relevant evidence must be attached with the application form. This would usually be a letter of support from a religious leader. The evidence must clearly state why the school's nursery is the most appropriate nursery for the child and reasons why other nurseries in the city are inappropriate.
5. Children living within Portsdown Primary School and Early Years' designated catchment area. If the nursery cannot admit all applications from the catchment area, priorities 5(i) to (iii) will be used.

6. Children living outside the designated catchment area in the following priority order:-  
Children who have a brother or sister (living in the same household) already on roll in the Nursery or Portsdown School, and who will be attending the school.

Children who do not have a brother or sister in the same household who is not on roll at Portsdown Primary School and Early Years (by distance from the school).

Note – this category includes step-brothers/step sisters, adoptive brothers/sisters living in the same household or children whose parents are married or cohabiting and live together in the same household.

## **7. In-year admissions**

Parents/carers can apply for a nursery place for a child at any time throughout the year. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant age group. When a space becomes available it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## **8. Appeals**

If your child's application for a place at the nursery is unsuccessful, you will be informed why admission was refused. **Nursery placement decisions are final, and there is no legal right of appeal.**

## **9. Monitoring arrangements**

This policy will be reviewed and approved by Portsdown Primary School and Early Years' by the headteacher and school governors every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will ensure there is publicity and consultation regarding these changes.