



## Cavalry Nursery Admissions Policy

### Document Control

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**This Admissions Policy relates to admission to the Nursery in the academic year  
2025/26**

## **General**

As the Admissions Authority, The Elliot Foundation Academies Trust is responsible for the admission of 3-4 year olds into the Nursery at Cavalry Primary School.

Admissions into Nursery are managed directly by the school and not by the Local Authority.

This Admissions Policy determines the arrangements for the number of places in Nursery and how pupils will be admitted into the Nursery I, including the oversubscription criteria if there are more applications than there are places.

This policy sets out the admissions to the Nursery only; the admission arrangement for Reception Entry and in-year admissions can be found in the school's separate Admissions Policy.

## **Admission Numbers**

### **1) Published Admission Number (PAN) – Nursery Entry**

The Academy has an agreed PAN of 52 full-time equivalent places, *see nursery admission on the Academy website for further details.*

## **Application Process**

### **2) Nursery admission and next steps for School admission**

a) Applications for a place in the nursery will be made directly to the Academy and the timetable will be published yearly. Applicants will be considered under the published admissions criteria *clause 5, see nursery admission on the Academy website for further details.*

b) The Academy does not give priority for Reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the Academy in comparison to those who have to attend other providers.

c) Parents/Carers will need to apply for a Reception place on their Local Authority application form if they would like their child to be considered for a place. All applicants

will be considered as per the admissions criteria *clause 5*.

### **3) Waiting Lists**

The Academy will operate a waiting list where it receives more applications than there are places available in Nursery; the list will be open for the whole academic year. Applications will be made directly to the Academy and will be considered under the published admissions criteria *clause 5*, (see *nursery admission on the Academy website for further details*).

The following criteria will be applied when the Nursery is oversubscribed, places are allocated when a place becomes available:

- Children who already attend nursery and wish to increase or change their sessions
- Children who have a sibling already attending Cavalry Primary School or with a confirmed place to attend
- Children who will start school in the following academic year i.e. they have one year left of pre-school
- By date of application to the school office i.e. 'first come, first served'