

MAINTAINED NURSERY SCHOOLS

Admissions Arrangements for 2027/2028



Plymouth City Council is the admission authority for community and voluntary controlled maintained nursery schools within the area of Plymouth.

The admission arrangements set out in this document apply to all community and voluntary controlled maintained nursery schools in Plymouth for the 2027/2028 academic year.

The schools referenced in this policy are fully inclusive and welcome applications from children with special educational needs and disabilities (SEND), as well as those with other protected characteristics under the Equality Act 2010. Admission arrangements are determined and implemented in accordance with the Equality Act's duties to ensure fairness and non-discrimination.

Nursery Admission Criteria

Determining the admissions policy for community and voluntary controlled maintained nursery schools and classes is the responsibility of the local authority, which must comply with the Statutory Framework for the Early Years Foundation Stage (2024).

The local authority delegates the responsibility for administering the admission process for nursery schools and classes to the governing bodies of those schools.

Places in nursery schools and classes usually become available when the oldest children move on to Primary School. However, places may also become available at other times if children leave nursery.

Early Education Entitlement

All children are entitled to access up to 15 hours a week of free nursery education, at the request of the parent or carer from the beginning of the term following their third birthday.

In addition to this universal entitlement, a further 15 hours of free childcare is available for children of working parents who meet the government's 30-hour childcare eligibility.

Funding of up to 15 hours a week is also available for some two-year-olds based on specific eligibility criteria (known in Plymouth as ME2 Funding). This funding becomes available from the beginning of the term following the child's second birthday.

Whilst the local authority operates within a six-term year for maintained schools, for the purposes of nursery education the term dates are defined by the Department of Education (DfE). These are as follows:

- 1 April to 31 August
- 1 September to 31 December
- 1 January to 31 March

Admission Numbers

Each maintained nursery school and class has a limited number of places available, determined by the physical capacity of its buildings. The number of places available is called the Published Admission Number (PAN).

Published Admission Number (PAN) (given as full time equivalent)

Nursery Schools	PAN 2026/2027	PAN 2027/2028
Ham Drive Nursery School	52	52
Plymbridge Nursery School	65	65

Oversubscription Criteria

In the event that the number of applications for a maintained nursery school or class exceeds its PAN, places will be allocated according to the oversubscription criteria set out below, in order of priority.

1. Looked after children and all previously looked after children:

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery:

Applications made under this criterion would need to be supported by written evidence from an appropriate professional;

3. A vulnerable child with either a Child Protection, a Child in Need Plan or an Early Help Assessment:

Applications made under this criterion supported by evidence from the child's social worker and/or health visitor explaining the advantage of the child attending the preferred nursery as opposed to any other;

4. A child with exceptional medical or social need:

Applicants will only be considered under this category if the parent, carer, or their representative can demonstrate that the child's exceptional medical or social needs can *only* be met by this pre-school/nursery. The need must be specific to this pre-school/nursery; while a child may have significant challenges requiring additional support, if such support can be provided by another pre-school/nursery, the application will not be prioritised on this basis.

Exceptional need may also arise from the circumstances of the parent or carer. Supporting evidence must be provided in the form of a statement from a medical practitioner, social worker, or other relevant professional, confirming that the child's or parent's exceptional needs necessitate attendance at this pre-school/nursery.

Applications without satisfactory supporting evidence will not be given priority on the grounds of exceptional need. It is expected that claims for exceptional medical or social need will only be made for the applicant's first-preference pre-school/nursery.

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence;
- a significant caring role for the child which can be supported by evidence from social services;

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- transport arrangements would have to be changed;
- the child has a particular interest or ability in a subject or activity;

5. Children with a sibling already attending the pre-school/nursery applied for at the time of admission:

Children will be considered siblings if they reside at the same home address as the applicant child and form part of the same single-family unit. This includes:

- a biological or adopted siblings
- step-siblings
- the biological or adopted child of a cohabiting partner
- foster siblings
- a child under a special guardianship order

In all cases the sibling must live with the applicant child as part of the same core family unit.

Children who are friends or cousins living in the same household with their own parents do not meet the criteria for sibling status.

Full details of any qualifying sibling must be clearly provided in the application form; failure to do so may result in the sibling link not being recognized and the application being assigned a lower admission criteria;

6. All other children: Who are not covered by a higher oversubscription criterion.

NOTES:

Application for primary school: Attendance at a pre-school/nursery class attached to a primary school gives no guarantee that a child will continue into the school where the pre-school/nursery is located.

Attendance: There is a universal entitlement to 15 hours per week of funded early education for all three and four year old children.

Eligible families may be entitled to an increase in provision of up to 30 hours per week, in line with the government's extended entitlement for working parents. The allocation of these additional hours is at the discretion of the pre-school or nursery and is subject to available capacity.

For children who have attained their fourth birthday by 1 September, parents or carers may request that their child attend on a part-time or full-time basis until their child reaches compulsory school age. Approval for such arrangements will be subject to the recommendation of the pre-school or nursery following discussion with the parent or carer. Any decision will be made in the best interest of the child.

Home address: A child's home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the home address will be considered to be the one where the child lives for the majority of the time.

If the home address is unclear, the Admission Authority will determine the appropriate address by considering factors such as:

- the address to which the child is registered with their GP, hospital, dentist and / or optician,
- the address where child-related benefits (if applicable) are paid.

For clarity, the application will be processed using the address that meets this definition, regardless of the address stated by the parent, if differ.

Multiple births: Children of multiple births - defined as the birth of more than one child from a single pregnancy.

We recognise that parents and carers often wish to keep twins, triplets and other multiple birth siblings together in the same pre-school or nursery. Where one child can be admitted within the Published Admission Number (PAN) or Admission Number (AN), the pre-school or nursery may admit all siblings from the same multiple birth, even if this means exceeding the PAN or AN.

Tie-breaker: Where it is necessary to choose between two or more children within the same admissions category, priority will be given to the child who lives closer to the school.

- distance is measured in a straight-line using Plymouth City Council's electronic mapping system.
- measurement is taken from the spatial locator identified by the National Land and Property Gazetteer, which defines the address point based on a general internal location.
- in the case of flats or apartments, all units within the building are treated as having the same measurement point, regardless of floor level.

If the distance tie-breaker does not distinguish between applicants, a random ballot will be conducted in accordance with the School Admissions Code. This process will be carried out by an officer of Plymouth City Council using an electronic random number generator.

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION SUPPLEMENTARY INFORMATION FORM

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application accordance with the published admission criteria.

Only complete this form if you are seeking admission priority on the grounds of exceptional medical or social need for either yourself or your child.

If you wish your application to be considered under Criteria 4: Exceptional Medical or Social Need, you must submit independent professional evidence that clearly explains:

- why it is essential for your child (or yourself, as the parent/carer) to attend this specific school, and
- why no other school can meet the identified need

Please ensure that you have read the full definition of exceptional medical or social need as outlined in the pre-school's/nursery admission policy.

Please return the completed application form together with all required supporting evidence (e.g., proof of address, birth certificate, etc.).

Return the form directly to the pre-school or nursery to which you are applying.

To be completed by the parent or carer

Child's full name:	
Date of birth:	
Pre-school or nursery applied for:	
Nature of the supporting evidence that you are submitting, provided by a relevant professional:	

Evidence is attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

CONTACTS AND FURTHER INFORMATION**Ham Drive Nursery School and Day Care**

Ham Drive
Ham
Plymouth
PL2 2NJ

Telephone: 01752 366389

ham.drive.nursery@plymouth.gov.uk

www.hamdrivenursery.plymouth.sch.uk

Plym Bridge Nursery School and Day Care

Miller Way
Estover
Plymouth
PL6 8UN

Telephone: 01752 786444 or 01752 793495

reception@plymbridge.net

www.plymbridge.net

The Department for Education Schools (DFE)

Telephone: 0370 000 2288

www.education.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303

www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933 or 0800 953 1131

www.plymouthias.org.uk

Early Years Service

www.plymouth.gov.uk/contact-early-years-service