



Hill View Primary School

Little Acorns Nursery

Admissions Policy Sep 2026

Reviewed and approved by	Full Governing Body
Date of approval	1 st May 2026
Date of next review	1 st May 2027

1. Introduction

Little Acorns Nursery is located at Hill View Primary School, Banbury.

This admissions policy has been drawn up in accordance with the Oxfordshire County Council Admissions Policy for Local Authority Nursery Classes 2025 and applies to admissions from September 2025 onwards.

The purpose of the policy is to ensure that nursery places are allocated fairly, consistently and transparently, using common criteria across Oxfordshire-maintained nursery classes.

2. Age of Admission

Children are eligible for admission to Little Acorns Nursery from the term following their third birthday

In accordance with Oxfordshire's three-term year:

- Autumn term (September)
- Spring term (January)
- Summer term (April)

Children should not remain on the nursery roll once they reach statutory school age.

3. Opening Hours

Little Acorns Nursery offers funded early education in accordance with Oxfordshire County Council flexibility requirements.

Attendance patterns are dependent on:

- Availability of places
- Staffing and organisational arrangements

Type	Session	Times	Duration
Nursery Opening Hours	—	8:30am – 3:15pm	—
15-Hour Funded Places	AM Session	8:30am – 11:30am	3 hours
15-Hour Funded Places	PM Session	12:15pm – 3:15pm	3 hours
30-Hour Funded Places	Full Day Session	8:30am – 3:15pm	6 hours 45 minutes

The 30hr funding covers 30hrs of care only, therefore the additional 45 minutes at the start of each day will be charged at £3.50 per day. Parents will be invoiced monthly for this additional cost.

For parents only wishing to send their child for the allotted 30hrs the session time will be 8.30am - 2.30pm.

4. Early Education Funding

Admissions take place three times a year, in line with the three-term academic year (September, January and April). However, if spaces become available at other times, places may be offered sooner. Funding and entitlement are based on a three-term year with children starting in September, January and April.

All children aged three and four are entitled to 15 hours of funded early education per week (570 hours per year).

Some families may be eligible for:

30 hours (1,140 hours per year) under the working parent entitlement

Parents cannot insist that their child accesses their funded entitlement at a particular provider; places are offered subject to availability and the admissions criteria set out in this policy.

Children may become ineligible for the extended entitlement. Where this happens, there is a grace period during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours. Priority will be given to parents who are entitled to the 30 Hours Extended Childcare Entitlement over parents who are willing to pay.

Hill View will check your entitlement codes with parents 3 times per year as instructed by the County Council. All children are entitled to 15 hours free child care each week which will start the term after they turn 3 years old.

Date of 3 rd Birthday	Eligible for funding from:
1 st April-31 st August	Term 1- September
1 st September-31 st December	Term 3- January
1 st January-31 st March	Term 5- April

You may also be eligible for 30 hours of funding the term after your child turns 3, or 15 hours of 2 year old funding. Check to see if you are eligible here: <https://www.gov.uk/30-hours-free-childcare>

5. Allocation of Places

Admissions to Little Acorns Nursery are considered three times per year (subject to availability and can be sooner if places are available).

- September (deadline for applications 30th April)
- January (deadline for applications 30th September)
- April (deadline for applications 31st January)

Where the number of applications exceeds the number of available places, the oversubscription criteria below will be applied. Parents will be notified at least ½ a term in advance of the term start if you have successfully got a place in Little Acorns.

All interested parents must submit a full application form via Applicaa if you wish your child to be considered for a place for the next term.

6. Published Admission Number (PAN)

The PAN for Little Acorns Nursery is 20 morning places and 20 afternoon places. This figure is reviewed annually based on staffing ratios, space, and health and safety requirements.

7. Responsibility for Admissions

The admissions criteria is governed by Oxfordshire County Council.

Admissions to nursery classes are separate from admissions to Reception and attendance at Little Acorns Nursery does not guarantee or confer priority for a Reception place at Hill View Primary School

8. Oversubscription Criteria

If there are more applications than available places, priority will be given in the following order:

- Children with an Education, Health and Care Plan (EHCP) naming the nursery (These children are admitted before the application of oversubscription criteria.)

- Children who are “Looked After” (LAC) by a Local Authority ; “Previously Looked After” (PLAC), or “Internationally Adopted Previously Looked After Children” (IAPLAC).
- Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
- Children who have taken up, or are eligible for, a disadvantaged 2- year-old place at the time of application.
- Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:
 - Those children who, at the time of entry, have a sibling attending the nursery or the primary school to which the nursery is attached.
 - Those children who live closest to the school by the straight-line distance.
- Children living outside the designated area who have a sibling attending either the nursery or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the straight-line distance.
- Children who attend day care or a voluntary or private sector preschool on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the straight-line distance.
- Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the straight-line distance.

Queries regarding the admissions criteria must be taken up with the Admissions Team at Oxfordshire County Council.

9. Continue interest list

If a place cannot be offered, the child’s name will be placed on a continue interest list. In order to be placed on the list we must of received a full application form via Applica.

The continued interest lists are ranked strictly in accordance with the oversubscription criteria & length of time on the list does not give priority. This list will be maintained until the end of the relevant academic year.

10. Special Educational Needs and Disabilities (SEND)

Children with SEND are welcomed at Little Acorns Nursery. Admissions will comply with the Equality Act 2010. Children with an EHCP naming the nursery will be admitted. The school works with parents and Oxfordshire County Council to support children’s needs appropriately.

11. Complaints

Any complaint about the operation of this admissions policy, for example in the case of a child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the School Governors

There is no statutory right of appeal. To contact our Governors please email office@hillview-school.co.uk.

11. Review of Policy

This policy will be reviewed annually or earlier if there are changes to:

- Oxfordshire County Council nursery admissions arrangements
- Early Education Funding requirements
- Relevant legislation or statutory guidance

For any further information regarding this policy please contact office@hillview-school.co.uk.