



WREN'S NEST PRIMARY SCHOOL

Key Policy 2026-2027

Admissions Policy

September 2026

Document to be read in conjunction with other key school policies

Wren's Nest Primary School

Admissions Policy for Preschool (2-Year-Olds), Nursery (3-4-Year-Olds) and Early Years Provision

1. Introduction

Wren's Nest Primary School is a maintained primary school within Dudley MBC. Admissions to Reception and all statutory school places (Reception-Year 6) are managed centrally by:

Dudley Metropolitan Borough Council – School Admissions Service

www.dudley.gov.uk/admissions

This policy sets out the arrangements for admissions to our **non-statutory early years provision**, including:

- **Two-Year-Old Preschool Provision (Funded 2s and Working 2s)**
- **Nursery Provision for 3- and 4-Year-Olds**

Admissions to these settings are managed directly by the school.

2. Statutory Framework

Our early years admissions arrangements comply with:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Childcare Act 2006
- SEND Code of Practice
- Dudley MBC guidance for maintained nursery provision

3. General Principles

- A place in Preschool or Nursery **does not guarantee** a place in Reception.
- Early years places are **term-time only**.
- All admissions are processed fairly and transparently.
- The school publishes clear information on session times, funded entitlements, and any charges for additional services.

SECTION A: TWO-YEAR-OLD PRESCHOOL PROVISION

4. Eligibility

We offer places for:

a) Funded 2-Year-Olds

Children eligible under national criteria, including:

- Families receiving qualifying benefits
- Children with an EHCP
- Looked After or Previously Looked After Children
- Children meeting income thresholds for Working 2s

b) Working 2-Year-Olds

Families who meet the government's Working 2s criteria may access a funded place. Parents must provide a valid eligibility code.

5. Session Structure (2-Year-Olds)

Children attend 15 hours per week, either:

Morning sessions: 8:45–11:45am

Afternoon sessions: 12:15–3:15pm

Provision operates term-time only.

6. Oversubscription Criteria (2-Year-Olds)

If applications exceed available places, priority is given in this order:

- Looked After or Previously Looked After Children
- Children with an EHCP
- Eligible children living within the Wren's Nest catchment area
- Eligible children with siblings at Wren's Nest Primary School
- Eligible children living outside the catchment area
- Other eligible children, in distance order

SECTION B: NURSERY PROVISION (3-4-YEAR-OLDS)

7. Entitlement

All 3- and 4-year-olds are entitled to 15 hours of free early education per week, starting the term after their third birthday.

We do not currently offer 30-hour provision.

8. Nursery Session Options

We offer:

Morning sessions: 8:45-11:45am

Afternoon sessions: 12:15-3:25pm

Parents may express a preference, but allocation depends on availability.

9. Oversubscription Criteria (Nursery)

If applications exceed available places, priority is given in this order:

- Looked After or Previously Looked After Children
- Children with an EHCP
- Children living within the Wren's Nest catchment area
- Children with siblings already attending Wren's Nest Primary School
- Children living outside the catchment area
- Distance from school

SECTION C: APPLICATION PROCESS

10. How to Apply

Parents should complete a Wren's Nest Early Years Application Form, available:

- From the school office
- On the school website
- By email request

Applications may be submitted at any time and placed on our waiting list. You will be contacted by a member of the team regarding placement and details of start dates.

11. Allocation Timeline

Places are allocated three times per year:

- September intake
- January intake
- April intake

Parents receive written confirmation of their place.

12. Waiting Lists

If a place is not available, the child will be added to a waiting list. Waiting lists follow the oversubscription criteria.

13. Attendance Expectations

Regular attendance is expected once a place is taken up. The school may withdraw a place if:

- Attendance is persistently irregular without explanation
- Parents repeatedly fail to follow agreed session times
- Behaviour or safety concerns cannot be managed within reasonable adjustments

14. Transition to Reception

Admission to Reception is **not automatic**. Parents must apply through:

Dudley MBC School Admissions Service

www.dudley.gov.uk/admissions

The Local Authority applies its own published admissions criteria.

SECTION D: Additional Information

15. SEND

We welcome applications from children with SEND and will work with families to ensure appropriate support and reasonable adjustments.

Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the school by all staff. The Curriculum and Standards committee will review this policy annually and assess its implementation and effectiveness.

Date of Review: September 2026

Policy to be reviewed: September 2027

Links with Other policies and documents

The EYFS Policy links closely with a range of other policies to provide a coherent package of provision for Children at Wrens Nest:

- DfE Working Together to Improve School Attendance
- Attendance Policy
- Safeguarding and Child Protection Policy
- 'Keeping Children Safe in Education' September 2026
- Working together to Safeguard children
- Curriculum Policy
- Behaviour Policy
- DfE EYFS Statutory Framework 2026

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy and privacy notices published on the school's website.