



Carr Infant School

Confidence - Communication - Creativity

Admissions Policy

July 2025

Approved by	FGB
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Headteacher: J Canniford

Chair of Governors: Charlotte Crabtree

Nursery Admission Policy

Nursery Places

Carr Infant and Nursery School offers 39 places in our Nursery, with a primary intake in September for children aged 3 years old. Additional intakes may occur in January and Easter, depending on capacity, but cannot be guaranteed. Please note that once your child turns three, they will only be offered a place if spaces are available.

Staffing and Ratios

Our Nursery is teacher-led, with a staffing ratio of 1:13 to ensure high-quality care and education. Due to statutory staffing and ratio requirements, we cannot exceed our set capacity of 39 children at any time.

Admissions Criteria

We follow the City of York Council's admissions criteria, which prioritise children based on the following order:

1. **Catchment Area** – Children residing within the designated catchment area of Carr Infant and Nursery School.
2. **Sibling Links** – Children with siblings currently attending Carr Infant School.
3. **Date of Birth** – Nursery places are allocated by date of birth, with priority given to the eldest.
4. **Order of Application** – If spaces remain, priority will be given based on the order in which applications are received.

Application Process

Parents are encouraged to apply early due to limited availability. Applications can be submitted through our school office. Once you receive your offer letter, please contact the school to accept the place. The school will then confirm the allocated sessions or inform you if full-time provision is available.

Admission Process Prior to Entry

Before admission, all children will have the opportunity to meet with the Nursery teacher and participate in a 'stay and play' session with the nursery staff and their parent/carer. This session helps ensure a smooth transition into the Nursery environment, allowing children to feel comfortable and supported before starting.

Session Availability

We offer a combination of 15-hour and 30-hour places:

- **15-hour places:** A maximum of 6 children for morning sessions and 6 children for afternoon sessions.
- **30-hour places:** We offer 33 full-time places.

Session Timings

- **Morning session:** 8:45 AM – 11:45 AM
- **Afternoon session:** 11:45 AM – 2:45 PM

- **Full-time (30-hour) session:** 8:45 AM – 2:45 PM

Wrap Around Care

Nursery children have access to the school's wrap-around care, available from 7:30 AM – 6:00 PM, to support working parents and carers.

Review of Places

We regularly review our waiting list and will offer places as they become available in line with our admissions criteria.

Additional Information

Please note that children are admitted to Nursery in small groups over the first week of the term. The Department for Education establishes the following admission dates:

- **Autumn Term** – Children who have their 3rd birthday between 1 April and 31 August.
- **Spring Term** – Children who have their 3rd birthday between 1 September and 31 December.
- **Summer Term** – Children who have their 3rd birthday between 1 January and 31 March.

Places are not guaranteed, as the Nursery has a maximum capacity of 39 children.

Equal Opportunity

Our guidelines are based on equal opportunity principles, ensuring children are admitted according to fair, open, and clear criteria.

For further information or to inquire about admissions, please contact the school office.

The admission of pupils into nursery is a completely separate process which is not related to school admissions. Attendance at nursery does not give a pupil any priority with the CYC admissions policy for admission into school.

Admissions into School

The City of York Council policy

(https://www.york.gov.uk/info/20171/school_admissions/774/school_admission_policies) for allocating primary school places is designed to be as fair as possible while ensuring that resources are used sensibly. This is updated on an annual basis by the Local Authority.

Important note: The admission of pupils with a statement of special educational needs is covered by different admission regulations. However, where a school is named in a pupil's statement of special educational needs, the LA and the school have a duty to admit the child and will therefore allocate a place at the named school.

- The admission of pupils into school is a completely separate process which is not related to nursery admissions. Attendance at nursery class does not give a pupil any priority with the admission policy for admission into school.
- If school is oversubscribed a waiting list will be held by the City of York Council. A pupil's position on the waiting list will be determined by the criteria set out in the City of York Admissions Policy. Where there are fewer places than pupils in an over-subscription situation, places will be allocated to the pupil(s) who also fulfil the next highest priority.
- Applicants refused a place at school have the right of appeal. Appeals are heard by an independent appeals panel. Applicants will only be able to appeal once for a place in school in any one year, unless there is any significant new information which was not available at the original hearing.