

DIAMOND WOOD COMMUNITY ACADEMY



Nursery Admissions Policy

A Place to Grow, A Place to Shine!

September 2026

Policy Statement

Diamond Wood Community Academy is committed to providing a fair, transparent and consistent approach to admissions to its Nursery provision.

This policy outlines the arrangements for applying for a nursery place, the allocation of places, and the operation of the nursery waiting list.

Attendance at Diamond Wood Community Academy Nursery does not guarantee a place in Reception. Applications for Reception must be made separately through Kirklees Local Authority in accordance with the school's Admissions Policy.

Eligibility

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

Children will be admitted in accordance with the following intake dates:

- September intake for children turning three between 1 April and 31 August.
- January intake for children turning three between 1 September and 31 December.
- April intake for children turning three between 1 January and 31 March.

Children will not be admitted before the term following their third birthday.

Application Procedure

Parents/ carers wishing to apply for a nursery place should obtain a Nursery Registration Form from the school office.

Completed forms should be returned to the school office together with any information requested by the school.

Applications may be submitted at any time.

Allocation of Places

Where the number of applications received is equal to or less than the number of places available, all eligible children will be offered a place.

Where applications exceed the number of places available, places will be allocated in the following order of priority:

Priority 1

Children who are Looked After Children or Previously Looked After Children.

Priority 2

Children who have exceptional social, medical or educational needs, supported by appropriate professional evidence.

Priority 3

Children who have a sibling attending Diamond Wood Community Academy at the time of admission.

Priority 4

Children living within the school's Priority Admission Area.

Priority 5

All other children.

Where the number of applications exceeds the places available within any category, priority will be given according to the date on which the completed Nursery Registration Form was received by the school.

Waiting List

Where a place cannot be offered immediately, the child's name will be placed on the Nursery Waiting List.

The waiting list will be maintained by the school and reviewed regularly.

Places that become available will be allocated in accordance with the oversubscription criteria set out in this policy.

Being placed on the waiting list does not guarantee that a place will become available.

Offer and Acceptance of Places

When a place becomes available, parents/ carers will be contacted by the school.

If a place is not accepted within the timescale specified by the school, the offer may be withdrawn and offered to another child on the waiting list.

Transition Arrangements

Prior to admission, children and families may be invited to attend transition visits, stay-and-play sessions or meetings to support a successful start to Nursery.

Equal Opportunities

The Academy is committed to ensuring equality of opportunity. Nursery admissions will be administered fairly and without discrimination.

Monitoring and Review

This policy will be reviewed annually by the Headteacher and Local Academy Board.

Approved by: Headteacher / Local Academy Board

Date of Review: September 2026

Next Review: September 2027