



NURSERY ADMISSION ARRANGEMENTS

September 2026

Admissions to Pepper Hill School Nursery are handled directly by the school. Places offered are either for mornings, afternoons or all day.

The legal definition of a nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years. In Milton Keynes, a child is deemed to be of nursery age from the beginning of the term following their 3rd birthday until 31st August following their fourth birthday. For this purpose, the terms are as follows (in line with the Early Years Education Funding term dates)

Autumn Term:	1 st September to 31 st December
Spring Term:	1 st January to 31 st March
Summer Term	1 st April to 31 st August

Places offered under this policy will be available to the child from the date the place is offered until 31st August following their fourth birthday.

Allocation of Places

The nursery has an agreed number of annual admissions, currently this stands at 60 places. The nursery is full once these places are taken and children will be placed on a reserve list until a place becomes available.

Admission Criteria

For applications received for a child seeking admission in the term after their third birthday, where more applications are received than places available, places will be allocated in accordance with the following over-subscription criteria:

1. Children who are children looked after (CLA) and all previously children looked after. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order).
2. Children with a high level of need
3. Children living in catchment
4. Children who have siblings in school
5. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living outside the defined area.

Where a tie-break is necessary after the above criteria has been applied priority will be given by **date of birth with older children having priority.**

The catchment area is: Bradville, Townsend Grove, Bertram Close, Chipperfield Close and the following roads on Bancroft: Broomlee, Grassington, Greatchesters, Hadrians Drive (evens 32-76 only), Haltonchesters, Richborough and Stonegate.



How to Apply

You can apply for a place for your child at any time and those allocated a space will be offered one of three start dates in; September/January/April. Please contact the school office on 01908 312912 or email office@pepperhillschoolmk.org.uk

Reserve list

Where more applications are received than places available, those children who are not offered a place will have their details added to a reserve list. Children's names are placed on the reserve list in **strict order of the criteria, not according to date of application**. If a place becomes available, we will contact the parents of the child who is first on the reserve list. Reserve lists are not waiting lists; a new request from another parent for a child's name to be placed on the reserve list can result in other children being moved further down the list if this child has a higher priority for a place according to the admission criteria.

Appeals

If your child's application for a place in the nursery is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: office@pepperhillschoolmk.org.uk

Admission to Reception

Children who attend Pepper Hill Nursery are still required to apply for a place in Reception at Pepper Hill School. Admission to the Nursery does not guarantee an automatic place at Pepper Hill School.

Signed

.....

Chair of Governors

Date: