

Springfield Primary School

HEAD TEACHER: Mrs Alison Bhardwaj BEd (Hons) NPQH

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School website: www.springfield.sandwell.sch.uk



Springfield Primary School Nursery Admissions Policy – September 2025

Springfield Primary School are responsible for their Nursery admissions. Please contact the main school office for further information & a school visit.

Currently we offer 26 places for 3–4-year-olds for 15 hours a week (8.30-11.30am Monday to Friday).

IMPORTANT NOTE: Attendance at our nursery does not guarantee a place at the school for Year Reception.

Application Process for Nursery

To register interest in your child attending Springfield Nursery please complete an online registration form which is available on our website or collect a hard copy from the school office.

[Admission Arrangements | Springfield Primary](#)

The three school terms are identified as blocks for funding purposes based on annual census dates to secure school funding for the children in attendance.

Block 1 - Summer term – children allocated Nursery spaces to start in the Autumn term ahead of the census date of 2nd October 2025

Block 2 - Autumn term – children allocated Nursery spaces to start in the Spring term ahead of the census date of 15th January 2026

Block 3 - Spring term – children allocated Nursery spaces to start in the Summer term ahead of the census date of 21st May 2026

Parents must ensure all admissions forms are completed by the following deadlines:

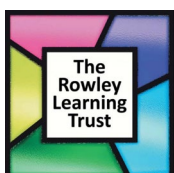
Block 1 is 31st April

Block 2 is 31st October

Block 3 is 28th February

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Once a completed application is received, if there are vacancies against the admission number for Nursery, the child will be admitted.

If we are able to offer you a space you will then be asked to provide your child's original Birth Certificate and proof of address, this could be a Council Tax or Utility bill (received in the last 3 months) so that we can take a copy.

The cut-off date to apply for our nursery class for the forthcoming academic year is 28th February. Any late applicants will be added to the reserve waiting list.

We hold waiting lists for all year groups and your child will be put on the waiting list if there isn't a space available at the time of application. Once a space becomes available, we will contact you to see if you still require a space for your child.

If, however, the Nursery is oversubscribed, the application will be declined and parents may request that their child is placed on the school's waiting list. **As the number of places available is set by official bodies, including Ofsted, we are duty bound by staff to child ratios and there is no right to appeal a place.**

Admission criteria

1. Date of birth (child who is eligible to attend 3-4 years)
2. A sibling at the school who is expected to be on roll at the school at the time of admission and the place of residence is within catchment of the school
3. The child's place of residence is within catchment area of the school and there is no sibling on roll at the school
4. There is already a sibling on roll at the school at the time of admission and the place of residence is outside of the catchment area
5. Other children

Applicants who were added to the waiting list before this policy was published will retain their original position and will be prioritised for nursery places over any new applicants.

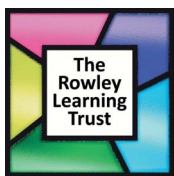
Oversubscription criteria

When the nursery is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Date of birth (child who is eligible to attend 3 -4 years)
2. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
3. Children of staff at the school. Priority will be given to children of staff in either or both of the following circumstances: a) 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 b) the member of staff is recruited to

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fill a vacant post for which there is a demonstrable skill shortage.

4. A sibling at the school who is expected to be on roll at the school at the time of admission and the place of residence is within catchment of the school
5. The child's place of residence is within catchment area of the school and there is no sibling on roll at the school
6. There is already a sibling on roll at the school at the time of admission and the place of residence is outside of the catchment area
7. Other children

Note.

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. A sibling is defined as a birth sibling and also includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
3. Distance within catchment. Priority will be given to those living closest to the school using distance between the child's home address and the school's main entrance, measured in a straight line by a computerised system. If two applicants live exactly the same distance from the school, random allocation will be used as the ultimate tie-breaker.

Waiting list

A waiting list will operate for Nursery. Where the Nursery receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. Priority will be given to families of Springfield before the oversubscription criteria comes into place. Evidence of residence may be requested.

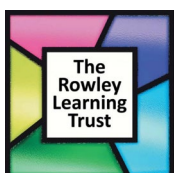
This will be maintained by Springfield Primary School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following unsuccessful application.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become available they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. **Springfield does not disclose numbers on the waiting list due to complying with the oversubscription criteria.**

Note: We actively encourage good attendance & punctuality in readiness for starting school in reception so please note that if we have a waiting list and your child is persistently absent /late we may withdraw your child's place and offer to another child.

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Visits

Visits to our nursery and school are warmly welcomed as we understand how important it is that you & your child feel that the setting, ethos, provision & curriculum is suitable for your child. Please contact the main office on 0121 559 133 Or email through enquiries@springfield.sandwell.sch.uk to arrange a visit. Visits are open to prospective families whose child is eligible for starting within the year.

This policy will be reviewed annually and the next scheduled review date for this policy is **September 2026**.

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