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Stanstead Flying High Academy

Admissions to F1 Nursery Policy

Date Policy Written	September 2026
Date Policy to be Reviewed	September 2027
Signed (Headteacher)	T Smith
Signed (Chair of Governors)	

Admissions to F1 (Nursery) Policy

Stanstead Flying High Academy

1. Introduction

This policy outlines the criteria and procedures for admission to the Foundation Stage 1 (Nursery) at Stanstead Flying High Academy.

We are committed to providing a fair, transparent, and inclusive admissions process that supports the needs of our local community and promotes equal access to early education.

2. Aims and Objectives

Our aims are:

- To ensure a consistent and equitable approach to nursery admissions.
- To provide clear guidance to parents/carers regarding the application process.
- To support children's transition into early education in a nurturing and stimulating environment.

3. Eligibility Criteria

Children will be eligible for admission to F1 (Nursery) from the term following their third birthday. Priority will be given based on the following criteria:

1. Looked After Children or previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, will have a sibling attending the school.
3. Other children who live in the catchment area
4. Children who live outside of the catchment area and who, at the time of admission, will have a sibling attending the school.
5. Other children who live outside the catchment area
6. In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the front entrance of the child's home to the main administrative building of the school.

Whilst every effort will be made to accommodate parental preferences, decisions with regard to the allocation of morning or afternoon places rests with the Head Teacher, taking such issues as individual needs and class sizes.

4. Application Process

- Applications should be submitted directly to the academy using the official nursery application form this can be done online via our forms link or using a paper application form.
- The academy will confirm receipt and notify parents/carers of the outcome within a reasonable timeframe.

- Where demand exceeds availability, a waiting list will be maintained and reviewed regularly.
- If you have been contacted regarding a nursery place, you must respond within two weeks to confirm acceptance; we will attempt to contact you by telephone and email, and if no response is received within this time, the place will be withdrawn.

5. Session Allocation

- Nursery places are offered as either part-time (15 hours) or full-time (30 hours) depending on eligibility and availability.
- Sessions: Morning- 8.45am-12.00noon, afternoon- 12.00noon-3.15pm and all-day- 8.45am-3.15pm.
- Session times and structure will be communicated to parents/carers upon offer of a place.

6. Transition and Induction

- A structured induction process will be provided to support children's transition into nursery.
- This may include stay-and-play sessions, home visits, and phased start dates to ensure children settle confidently.

7. Appeals and Complaints

- Parents/carers who are dissatisfied with the outcome of their application may appeal in writing to the Headteacher.
- Complaints will be handled in accordance with the academy's Complaints Policy.

8. Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team and the Governing Body to ensure it remains effective and compliant with statutory guidance.