

St Oswald's C of E Primary School

# Preschool Nursery Admissions Policy



Policy Approved: February 2026

Next reviewed: February 2027

## **1. Main School Admissions**

The arrangements in this policy are for admission to St. Oswald's C of E Primary School's Preschool Nursery and do not apply to admissions for places in the main school.

For main school admissions, please see the admissions policy document for the appropriate year on the admissions page of our school website:

[St. Oswald's Website - Admissions Page](#)

## **2. Contact Information**

If you require further information about applying for a nursery place at St. Oswald's Preschool Nursery:

Via email: [nursery@stoswaldsleeds.org](mailto:nursery@stoswaldsleeds.org)

By telephone: 01943 873570

Postal address:

St Oswald's CE Primary School,  
The Green, Guiseley,  
Leeds, West Yorkshire,  
LS20 9BT

## **3. St. Oswald's Nursery Admissions**

Admissions to St. Oswald's Preschool Nursery are the responsibility of the Governors.

All applicants must be aware that acceptance of a place at St. Oswald's Preschool Nursery does not guarantee a reception place in the main school. Parents/carers must apply again for admission for their nursery child into St. Oswald's main school. (See Section 1).

### **3.1 Number of places**

The maximum number of places for each nursery session at St. Oswald's Preschool Nursery is 26.

### **3.2 Eligibility for St. Oswald's Preschool Nursery**

It is our policy to admit children from the beginning of the month following the child's third birthday, dependent on spaces/sessions available within the Preschool Nursery.

## **4. St. Oswald's Preschool Nursery sessions**

### **4.1 Nursery sessions**

Preschool Nursery sessions are available each weekday, during term-time, as follows:

- Morning session - 8:45am-11:45am (3 hours)
- Afternoon session – 12:15pm-3:15pm (3 hours)
- Full day 8:45am-3:15pm (6 hours, 30 mins)

#### **4.2 Term-time wraparound care sessions**

In addition, chargeable wraparound care sessions, during term-time and are available to book where the child is also attending the St. Oswald's Preschool Nursery on that day, as follows:

- Breakfast Club: 7:30am-8:45am
- After School Club: 3:15pm-4:30pm
- After School Club: 3:15pm-5:30pm
- After School Club: 3:15pm-6:00pm (Monday to Thursday only)

(See Section 8)

#### **4.3 Holiday club sessions**

During the school holidays, chargeable holiday club sessions are available to all children who are currently attending St. Oswald's Preschool Nursery as follows:

- Breakfast Session: 8:00am to 8:45am
- AM half day session: 8:45am to 12.00pm
- PM half day session: 12:00pm to 3:15pm
- 4:30pm Add on
- 5:30pm Add on

### **5. Charges for St. Oswald's Preschool Nursery sessions**

Details of the current charges for Preschool Nursery sessions, wraparound care sessions and holiday club sessions are available on the St. Oswald's Preschool Nursery page of our school website:

[Preschool Nursery - St Oswald's C of E Primary School Guiseley \(stoswaldsleeds.org\)](http://Preschool%20Nursery%20-%20St%20Oswald's%20C%20of%20E%20Primary%20School%20Guiseley%20(stoswaldsleeds.org))

Parents/carers may use part or all of their funded hours to cover the cost of all or part of the chargeable nursery sessions. Chargeable sessions must be paid for where these either exceed funded hours' entitlement or, where another provider is used, exceed the remaining available funded hours.

Parents may also use their 30 funded hours entitlement, if applicable, to cover all or part of the cost of wraparound care sessions, where this has not already been used in full for chargeable Preschool Nursery sessions.

The basic 15 hours entitlement cannot be used to cover the cost of wraparound care sessions.

Neither the 15 hours nor 30 hours entitlement may be used to cover the cost of holiday club sessions.

See Appendix 2 below for more details on funded hours.

## **6. Applications for a Preschool Nursery Place**

### **6.1 Application forms**

An application form should be completed to apply for a place for your child at St. Oswald's Preschool Nursery or to register an expression of interest.

Parents/carers can request an application form by emailing St. Oswald's Preschool Nursery - [nursery@stoswaldsleeds.org](mailto:nursery@stoswaldsleeds.org)

Parent/carers may register their interest in a place at St. Oswald's Preschool Nursery for their child at any point from the birth date of their child, by submitting an application form. However, registering an interest does not guarantee a child a place at St. Oswald's Preschool Nursery.

Places at St. Oswald's Preschool Nursery will not be allocated based on how early an application was submitted. Places will be offered strictly according to the Preschool Nursery Admissions Criteria in this admissions policy (see Appendix 1).

### **6.2 Application form deadline**

The deadline for the return of application forms for September, January and April term starts will be as follows:

- For Autumn Term start dates – the last day of the preceding Spring bank half-term holiday (usually on or around 31 May)
- For Spring Term start dates – the last day of the preceding October half-term holiday (usually on or around 31 October)
- For Summer Term start dates - the last day of the preceding February half-term holiday (usually around mid-February)

See the Leeds City Council school term dates on our school website: [Term dates](#)

The Faith Criteria SIF, where applicable, should also be submitted by the application deadline. (See Appendix 1).

We accept applications for a place at St. Oswald's Preschool Nursery throughout the school year. (See Section 6.8).

### **6.3 Application of the Admissions Criteria**

When allocating any available places for the next term start date, applications on the previous term's Termly Waiting List and new applications for the next term start date will be considered.

Application forms will be ranked according to the Preschool Nursery Admissions Criteria in this admissions policy. (See Appendix 1).

When applying the Preschool Nursery Admissions Criteria, when allocating places:

- For a Spring term start, applications for children who turned 3 before the start of the previous September, will be considered before considering applications for children who turned 3 during the Autumn term.
- For a Summer term start, applications for children who turned 3 before the start of the previous September, will be considered before children who turned 3 during the Autumn and Spring terms.

#### **6.4 Provisional offer of a Preschool Nursery place**

Subject to available places, we will contact parents/carers in the term before their child's expected start date, with a provisional offer of a nursery place.

The expected start date will be start of the month after the child turns 3, unless:

- No place is available
- A later start date has been requested
- The application is in-year application for a child who is already 3 (see Section 6.8)

If the sessions requested are not available, parents/carers may be offered alternative sessions. If a provisional offer of a place is made, but the sessions required are not available, the child will be added to the Termly Waiting List and contacted once a place becomes available.

#### **6.5 Documentation required**

Once places have been allocated and accepted, parents/carers must show:

- Birth certificate or passport to confirm the child's date of birth and identity.
- Proof of the child's home address may be required.
- Data Collection Form.
- Free Early Education Entitlement form (if funded hours are to be used).
- Parents/carers will also need to set up an account on our school's online booking system, Kids Club HQ. (See Appendix 3).

#### **6.6 Deferring a Place**

We are not able to hold places for children where parents/carers do not wish to take up the place offered.

As above, where parents/carers who have received a provisional offer of a place for their child but the sessions requested are not available, their child will be added to the Termly Waiting List, and contacted once a place becomes available.

#### **6.7 Termly Waiting List**

Where it is not possible to offer a child a Preschool Nursery place the child will be placed on a Termly Waiting List and places will be allocated from that list as places/sessions become available.

Before allocating places, The Termly Waiting List will be ranked according to the Preschool Nursery Admissions Criteria in this admissions policy. (See Appendix 1).

When applying the Preschool Nursery Admissions Criteria to the Termly Waiting List during the Spring term:

- Applications for places for children who turned 3 before the start of the previous September will be considered before children who turned 3 during the Autumn term

When applying the Preschool Nursery Admissions Criteria to the Termly Waiting List during the Summer term:

- Applications for places for children who turned 3 before the start of the previous September will be considered before children who turned 3 during the Autumn term and during the Spring term
- Applications for places for children who turned 3 before the start of the previous January will be considered before children who turned 3 during the Spring term.

## **6.8 In-year applications**

As above, there are no deadline dates for in-year applications.

Where an in-year application is received for a child who has turned 3 before the start of the current term and an immediate start is required, the child may be able to start at St. Oswald's if a space is available and the required sessions are available. Where there is no 30 hours funding entitlement in place, sessions over the basic 15 hours entitlement must be paid for.

Where an in-year application is received for a child who has turned 3 before the start of the current term and an immediate start is required, but there is no available space or the required sessions are not available, the child will be added to the "Termly Waiting List". (See Section 6.7).

## **7. Continuation of Preschool Nursery place**

Once a child has been allocated a Preschool Nursery place and their sessions have been confirmed, the child will be entitled to their nursery place, and their confirmed nursery sessions, until the child leaves St. Oswald's Preschool Nursery.

Where Preschool Nursery sessions have been allocated but not used due to unacceptable attendance, a child's Preschool Nursery place may be reallocated to another child at the discretion of the Headteacher.

Where chargeable Preschool Nursery sessions have not been paid by the agreed date, a child's Preschool Nursery place may be reallocated to another child at the discretion of the Headteacher. (See Appendix 3).

Please also see St. Oswald's Charging and Remissions Policy on the St. Oswald's policies page of our school website:

[St. Oswald's Charging and Remissions Policy](#)

See Section 8.4-8.6 for information on changes to nursery and wraparound care sessions.

## **8. Booking nursery sessions, term-time wraparound care and holiday club sessions**

### **8.1 Booking Preschool Nursery sessions**

Sessions required should be requested on the application form. If the sessions requested can be accommodated, parents/carers will receive a firm offer of a place for their child and confirmation of the Preschool nursery sessions to be attended.

Confirmed Preschool Nursery sessions will show as booked sessions on our online booking system, Kids Club HQ. (See Appendix 3).

### **8.2 Booking term-time wraparound care sessions**

As above, chargeable term-time wraparound care sessions are available to all children attending St. Oswald's Preschool Nursery. Wraparound care sessions may only be booked where the child is attending a morning nursery session following the breakfast club session or attending an afternoon Preschool Nursery session before the after school club session, on the same day.

Confirmed term-time wraparound care sessions will show as booked sessions on our online booking system, Kids Club HQ. (See Appendix 3).

### **8.3 Booking holiday club sessions**

As above, during the school holidays, chargeable holiday club sessions are available to all children currently attending St. Oswald's Preschool Nursery.

Chargeable holiday club sessions should be booked directly on our online booking system, Kids Club HQ, by parents/carers. (See Appendix 3).

### **8.4 Changes to nursery sessions**

Where parents/carers request changes to the Preschool Nursery session times during the term, we will try to accommodate this where possible. Where this is not possible, sessions will be offered to children already attending St Oswald's Preschool Nursery in priority to those children on the Termly Waiting List, if and when these become available.

### **8.5 Changes to wraparound care sessions**

Where parents/carers request changes to the wraparound care sessions times during the term, we will try to accommodate this as soon as possible, subject to staff:pupil ratios.

### **8.6 Notice period**

Four weeks notice is required to cancel a nursery session for the following half term or to cancel a place at St. Oswald's Preschool Nursery. Four weeks notice is required to cancel a wraparound care session or to cancel a wraparound care place.

Unused Preschool Nursery and wraparound care sessions during the notice period will be chargeable.

## **Appendix 1 - Preschool Nursery Admissions Criteria**

### **Priority criteria for admission at the start of a term**

Criteria for admission, in order of priority (admission to Preschool Nursery at the start of the academic year, during the year and in-year transfers) is as follows:

1. 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. (See notes 1 and 3). Children who appear to the Governors to have been in state care outside of England and ceased to be in state care, as a result of being adopted. (See notes 2 and 3).
2. Children who have a sibling already attending St. Oswald's Church of England Primary School where the older child will still be on roll at the expected time of admission. (See note 4).
3. A child living and worshipping within the boundary of the Parish of Guiseley with Esholt. (See note 5, 6, 8 and 9).
4. A child living within the boundary of the Parish of Guiseley with Esholt. (See note 5).
5. A child worshipping within the boundary of the Parish of Guiseley with Esholt. (See note 5, 6, 8 and 9).
6. A child worshipping outside the boundary of the Parish of Guiseley with Esholt. (See note 5, 7, 8 and 9).
7. Any other children.

### **Tie break**

Where the offer of places to all applicants in any of the categories listed above would lead to oversubscription, the available places will be offered to those living nearest to the school. The straight-line distance measurement as provided by the Local Authority will be used as the final determining factor (see note 10).

### **Home address and shared care**

For nursery admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, the school place offer could be withdrawn.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a nursery place, that place may be withdrawn even if the child has already started at St. Oswald's Nursery.

### **Appeals**

If you are not offered a place at St. Oswald's Preschool Nursery, there is no formal or statutory process of appeal.

If you wish to raise a complaint about a decision not to offer your child a place, this will be dealt with in accordance with our school's Complaints Policy. Please see St. Oswald's Complaints Policy on the St. Oswald's policies page of our school website:

[St. Oswald's Complaints Policy](#)

### **Notes**

1. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. If you are making an application under the priority for a previously looked after child, you must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care or state care outside England) with your application.
4. Sibling is defined as a blood relative, adopted, fostered or step brother or sister. A sibling must be living at the same address as the child on roll.
5. A map of the boundary of the Parish of Guiseley with Esholt can be found by following this link:  
[Guiseley with Esholt Parish map](#)

6. Worship in the Parish of Guiseley with Esholt is defined as regular attendance by the child and/or a parent/guardian of the child at a Church (of Christian faith) or other world faith place of worship (see note 9) which is located within the boundary of the Parish of Guiseley and Esholt (see note 5).
7. Worship outside the Parish of Guiseley with Esholt is defined as regular attendance by the child and/or a parent/guardian of the child at a Church (of Christian faith) or other world faith place of worship (see note 9) which is located outside the boundary of the Parish of Guiseley and Esholt (see note 5).
8. Regular attendance is defined as being attendance at worship at least once a month. Completion of the relevant section of the Faith Criteria SIF by the minister or other world faith leader (see note 9) will be required. The Faith Criteria SIF should be returned to the school by the closing date for application forms.
9. World faith is defined by the other five major world faiths represented in Great Britain (Buddhism, Hinduism, Islam, Judaism and Sikhism).
10. A straight-line measurement of distance is used as provided by Leeds City Council admission team. Geographic Information System (GIS) mapping is used in the school admission system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point measured to, at your home address, is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If it is not possible to match your address in the LLPG then we will use a manually identified point at the centre of your dwelling.

## **Appendix 2 – Information on Funded Hours**

### **Early Years Provision Funding Entitlement**

Where funding needs to be applied for and not universal, parents/carers must complete a Leeds City Council Parent Declaration Form providing details of the extended funding code, National Insurance Number and parent/carer date of birth.

If a parent/carer is using any of their entitlement at another provider, this must indicate / be indicated on the booking agreement. Funded hours can only be used for a maximum of two different providers.

## **Appendix 3 – Information on St. Oswald’s Nursery Charges and Payments**

### **Nursery Charges**

Charges will be made for:

- Nursery sessions over and above a child’s funded hours entitlement.
- Term-time wraparound care sessions provided to nursery children over and above a child’s funded hours entitlement.
- Holiday club sessions provided to nursery children.
- School meals provided to nursery children.

Details of all nursery charges are available on the St. Oswald’s Nursery page of our school website:

[Preschool Nursery - St Oswald's C of E Primary School Guiseley \(stoswaldsleeds.org\)](http://Preschool%20Nursery%20-%20St%20Oswald's%20C%20of%20E%20Primary%20School%20Guiseley%20(stoswaldsleeds.org).) Nursery charges will be reviewed annually.

All Parents/carers will be required to set up an account on our school’s online booking system, Kids Club HQ.

Confirmed nursery sessions, Ozzie’s wraparound care sessions and Ozzie’s holiday club sessions will show as booked sessions on Kids Club HQ.

Where sessions are not covered by funded hours entitlement, the charge for the remaining sessions will be invoiced monthly in advance.

Parents/carers are able to view invoices, payments and account balances will be available to view on Kids Club HQ.

### **Charges for unused sessions**

Refunds or reductions are not available for absence, whether due to sickness or any other reason.

In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Headteacher.

Unused nursery and wraparound care sessions during the notice period will be chargeable. (See the Notice period section of the admissions policy for information on notice periods).

### **Payments**

All nursery chargeable sessions must be paid in advance in accordance with St. Oswald’s Charging and Remissions Policy.

Payments due based on invoiced amounts should be made by the due date.

Payments can be made as follows:

- Card payment on ParentPay (you will be issued with login details for your child’s ParentPay account),

- Tax Free Childcare (you will need to send us your child's unique Tax Free Childcare reference and send us a screenshot of each payment you make to us as a remittance),
- Childcare voucher payment (you will need to advise us of your childcare provider and provide any reference issued by your childcare provider).

For information on overdue charges and fees, please see St. Oswald's Charging and Remissions Policy on the St. Oswald's policies page of our school website:

[St. Oswald's Charging and Remissions Policy](#)