
TEMPLARS PRIMARY SCHOOL

Nursery Admissions Policy

A place where everyone belongs

Our vision: Templars - a place where everyone belongs; where everyone is proud to belong; and where everyone is welcomed, feels safe and strives to achieve their full potential.

Our mission: Every child. Every day. Every chance.

Our values: Care, Respect and Honesty.

DOCUMENT CONTROL

Document status	School operational policy
Policy owner	Headteacher
Operational lead	Kerri Davies
Approved by	Headteacher
Approval date	September 2026
Effective from	September 2026
Review cycle	Every two years
Next review due	September 2028
Earlier review triggers	Changes to legislation, statutory guidance, local arrangements, identified risk or school circumstances
Version	1.0 - standardised cover, September 2026
Availability	school office / staff SharePoint

Safeguarding and equality are considered throughout the implementation of this document.

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1. Purpose

Templars Primary School provides nursery education for children in the academic year before they are due to start Reception. This policy explains how families apply, how places are offered and what happens when there are more applications than available places.

Nursery provision is non-statutory and is not governed by the statutory School Admissions Code. The school is nevertheless committed to an admissions process that is clear, fair, inclusive and consistently applied.

2. Eligibility and normal point of entry

Children are normally eligible to join Templars Nursery in September following their third birthday, for the academic year before they are due to start Reception.

The normal point of entry is September. Where places remain available, the school may consider later admission during the academic year, subject to available places, staffing and the organisation of sessions.

3. Applying for a place

Parents and carers may register their child for a nursery place at any time before the intended September start. Applications are made directly to Templars Primary School and not through Coventry City Council's school admissions process.

- Application forms are available from the school office.
- Completed applications may be returned to the school office or sent to admin@templars.coventry.sch.uk.
- The school will record the date on which a complete application is received.
- Registering a child's name does not guarantee that a place or preferred session will be available.

4. Allocation of places

Places are allocated on a first-come, first-served basis according to the date on which the school receives a complete application.

Offers are subject to the number of available places, the sessions offered by the school and the school's ability to maintain safe staffing and supervision arrangements.

The school will apply the published arrangements consistently and will not discriminate unlawfully against a child or family. Children with SEND, medical needs or disabilities will be welcomed in accordance with the Equality Act 2010, the Children and Families Act 2014 and the school's inclusive duties. The school will work with families and relevant professionals to consider reasonable adjustments and appropriate transition arrangements.

5. Offers and acceptance

Where a place is available, the school will make an offer to the parent or carer and will explain the proposed start date, available sessions and any information required before admission.

Parents and carers must accept the place by the deadline given in the offer. If the school does not receive a response by that deadline, it may withdraw the offer and offer the place to another child. The school will make reasonable efforts to contact the family before withdrawing an offer.

6. Waiting list

Where no place is available, the child may be placed on the nursery waiting list. The waiting list will be ordered by the date on which a complete application was received. If a place becomes available, it will normally be offered to the child at the top of the waiting list who is eligible for the available place or session.

A place on the waiting list does not guarantee admission. Parents and carers should inform the school if they no longer require a place or if their contact details change.

7. Funded entitlement and sessions

Nursery attendance is subject to the early education entitlement for which the child is eligible and to the sessions that the school is able to offer. Parents and carers are responsible for providing any eligibility code, declaration or other information required for the school to claim funded hours.

The school will explain the sessions available and any applicable arrangements before the place is accepted. Funding eligibility does not, by itself, guarantee that a particular pattern of attendance or additional hours will be available.

8. Attendance and keeping the place

Regular attendance supports children's learning, relationships and transition into school. Parents and carers should notify the Nursery when their child is absent.

Where attendance is persistently irregular or a child is absent for an extended period without contact, the school will make reasonable efforts to contact the family and consider any welfare, safeguarding, SEND or other relevant circumstances. The school may withdraw the place where it is clear that it is no longer being used, after reasonable contact and notice have been given.

9. Transition and information sharing

Before admission, parents and carers will be asked to provide information needed to support the child's safety, welfare, medical needs, SEND, communication and transition. Information will be handled in accordance with the school's data protection and safeguarding arrangements.

The school may arrange visits, meetings or a phased transition where this would help the child settle successfully. Any transition arrangements will be discussed with the family and will not be used to prevent or unnecessarily delay admission.

10. Applying for Reception

Important: A nursery place does not guarantee or give priority for a Reception place at Templars Primary School.

Parents and carers must make a separate Reception application through Coventry City Council by the published closing date. Reception places are allocated by Coventry City Council using its determined admission arrangements.

Reception applications: [Coventry primary school admissions](#)

11. Concerns and complaints

There is no statutory school-admission appeal for a nursery place. A parent or carer who believes that this policy has not been applied correctly should first contact the Headteacher. If the matter is not resolved, the parent or carer may use the school's Complaints Policy.